

Shelly Michels-McNierney

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Career Overview

Dedicated individual with over 20 years' experience in a corporate environment.

Dependable, hardworking, excellent work ethic and positive attitude with proven success working independently.

Skill Highlights

- Word
- Excel
- Outlook
- Data entry
- Basic accounting
- Customer service
- Sage 300
- DocLink
- Dependable
- Flexible nature
- Good communicator with sound judgment
- Organized

Professional Experience

Good Times Restaurants

September 2014 to August 2022

Accounts Payable Specialist

Golden, CO

Weekly importing of US Foods invoices through CTUIT, processing (coding, tracking and entry) of restaurant payables through DocLink and Sage, weekly check processing, journal entries, reconcile vendor statements, reconcile expense reports.

The Bailey Company

July 1999 to December 2013

Office Assistant

Golden, CO

Managed daily office operations and maintenance of equipment, receiving and distributing communications and mail, picking up and delivering items and managing supplies. Basic accounting procedures, reviewed daily sales for accuracy and fraud, credit card research and disputes. Reception duties when needed.

Olen Crockett, DDS

January 1991 to February 1999

Dental Assistant/Office Manager

Lakewood, CO

Managed the one dentist office - greeted patients as they arrived and obtained necessary on-site paperwork and insurance documentation, scheduled appointments, posting of all daily charges and payments, completed insurance claims, sterilization, processed x-rays and limited chair side assisting.

Education

Douglas County High School
Arapahoe Community College

Diploma
General coursework