
DENNIS SWEET

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Summary

Self-motivated Administrative Coordinator offering a strong work ethic and determination to complete tasks in a timely manner. Accurate and detail-oriented with extensive bookkeeping and clerical knowledge.

Highlights

- Accounts receivable professional
 - Accounts payable professional
 - Payroll professional
 - Maintaining and balancing bank accounts
 - Managing an office
 - Streamlining existing office procedures
 - Implementing new office procedures
 - Generating and sending reports to various company entities
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Experience

Administrative Coordinator **11/2000 to 05/2013**
Shiloh Home, Inc. **Denver, CO**

Responsible for all accounts receivables in a Residential and Day Treatment setting for various youth programs, including all mental health and educational services related to such services
Responsible for monthly payroll for up to 120 hourly personnel
Maintained several banks accounts, including budgeting and and balancing
Responsible for some accounts payables

Administrative Coordinator **06/1999 to 11/2000**
Mental Health Center of Denver **Denver, CO**

Supervised three member support staff
Oversaw all front office and medical records operations
Coordinated with Program Managers and Director on changes necessary in programming, staffing, physical space

Medical Records Technician **07/1996 to 06/1999**
Mental Health Center of Denver **Denver, CO**

Maintenance and compliance of 200-380 medical records charts
Preparation for various fiscal audits
Institution and maintenance of monthly report to notify clinical personnel of compliance needs

Assistant Controller **10/1993 to 10/1995**
Aspen Square Condominium Hotel **Aspen, CO**

Responsible for all accounts receivables
Responsible for a large volume of weekly and monthly accounts payables
Biweekly payroll for 40 employees
Responsible for all cash handling, credit card, and computer systems

Front Desk Clerk **11/1988 to 10/1993**
Aspen Square Condominium Hotel **Aspen, CO**

Check in and out of hotel guests, maintaining folios throughout their stays
Answered large volume switchboard
Accommodated all guest requests

Education

No degree achieved: English, philosophy **Boulder, CO, USA**
University of Colorado