

Tammy Donley

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Objective

Experienced Bookkeeper, Accountant, and Senior Administrative Assistant looking to diversify my knowledge while simultaneously gaining new skills and responsibilities within. A dedicated, goal-oriented, and deadline driven strategic manager with 20+ years of extensive experience in administrative support, human resources, financial and operations management; policy compliance and relationship management.

Skills

- AR/AP
- Account balancing reconciliation
- Advanced MS Office Suite knowledge
- Recordkeeping and bookkeeping
- Check processing
- Excel spreadsheets proficient
- QuickBooks expert
- Moraware management systems
- Types 50 WPM
- Data entry and Database organization
- Administrative operations
- Project management and deadline-oriented
- Human Resources Management (HRM)
- Customer relations
- Multitasking and prioritizing
- 10-key proficiency

Experience:

Atlantic Manufacturing & Logistics, LLC

Hudson, Colorado

Bookkeeper /Accountant October 2022 to June 2023

Created a filing system for vendor invoices, employee records, credit card receipts, and yearly taxes.

- Administered bi-weekly payroll for employees using Gusto payroll service.
- Implemented payroll-related policies, procedures, and regulations and adherence to company and governmental policies..
- Maintained company accounting records by entering accounts payable, accounts receivable, expenses and reimbursements.
Ordered weekly supplies for both office and production facility.
- Reduced financial discrepancies by accurately managing accounting documentation in QuickBooks.

Sr. Administrative Assistant October 2022 to June 2023

- Developed and created an administrative process from scratch to achieve organizational objectives and improve office efficiency for executives.
- Issued handwritten checks to employees and Vendors.
- Researched and instituted company G/L Policy
- Gathered information to institute a company healthcare plan.

Granite and Marble Designs LLC

Denver, Colorado

Accountant / Bookkeeper November 2017 to October 2022

- Reconciled bank and credit card accounts monthly.
- Managed daily invoices, reports, and proposals.
- Organized and maintained chart of accounts, and updated monthly entries and adjustments, including payroll entries and monthly accruals.
- Processed invoices and checks and maintained daily cash logs.
- Administered weekly payroll for 15 employees using QuickBooks payroll system.
- Established payroll-related policies, procedures, and regulations and adherence to company and governmental policies.
- Maintained current understanding of state and federal payroll tax procedures Responsible for accounts payable of all vendor invoices for each project.
- Researched, drafted, and signed contracts. Organized and maintained chart of accounts.

Sr. Administrative Assistant August 2017 to November 2017

- Developed administrative processes to achieve organizational objectives and improve office efficiency for executives.
- Prepared and updated office records, spreadsheets, and presentations to support executive needs.
- Tackled and addressed top-level, high-priority issues with professional administrative discretion.

The Denver Marble Company

Denver, CO

Office Manager/Bookkeeping/Accountant February 2013 to January 2016

- Maintained company accounting records by entering accounts payable, accounts receivable, invoices and expense reimbursements.
- Monitored and tracked project performance data with spreadsheets to generate reports and keep management informed.

Administrative Assistant / Receptionist August 2012 to February 2013

- Handled management of communication to executives by taking and making telephone calls, reviewing and prioritizing mail and composing and typing correspondence.
- Interacted professionally with customers and inside personnel, answering questions and responding to phone and inquiries.
- Reduced financial discrepancies by accurately managing accounting documentation in QuickBooks.

Dream Stone Granite & Marble

Frederick, CO

Administrative Assistant/Receptionist June to February 2002

- Answered phones, transferred calls, and took messages for executives and estimators.
- Performed mail sorting.
- Filing of A/R and A/P invoices

Schedule Coordinator March 2002 to August 2012

- Responsible for all project management and scheduling.
- Senior purchasing agent for multiple projects and set up delivery of materials to arrive in time for production start date.
- Handled all accounts receivable for completed projects and undated in Moraware system.
- Brought on and managed Sears Home Improvements. This commercial vendor account boosted revenue by 30%.
- Researched, drafted, and signed both commercial and public contracts.
- Performed administrative and office duties by handling phone and bookkeeping.
- Assisted president and Vice president with day-to-day operations and handled business management, staffing sales and customer service.
- Managed budgets, reconciled accounts, analyzed data and trends and prepared financial reports.
- Trained and managed two administrative and clerical staff members.
- Planned and delegated work to meet project and production goals.
- Verified prices and computed totals to complete accurate invoices.
- Entered information into Moraware system to update status reports.
- Delivered production schedules for fabrication team to provide and established timeframes for Install.

Education and Training

Community College of Denver

Denver, CO

Associate degree; Major: Paralegal December 2017

