

Tina Herbst

Loveland, CO

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720-366-8820

Authorized to work in the US for any employer

Work Experience

Office Manager

Renaud Naturals - Loveland, CO

November 2018 to Present

A/P, A/R, Invoicing, Answer Phones, Handle Customers, Quality Control, Oversee All Employee's

Office Manager

Rocky Mtn Financial - Fort Collins, CO

March 2016 to August 2018

A/P, A/R, Invoicing, Deposits, Order Supplies, Oversee Office duties

Owner

Self Employed - Broomfield, CO

February 2014 to June 2016

Own house cleaning service

Executive Assistant

Englobal Engineering - Broomfield, CO

November 2007 to April 2014

A/P, A/R, Schedule Business Trips, Contracts, Phones, Faxing,

Education

Associate in Office Management

Barnes Business College - Denver, CO

Skills

- Accounts Payable
- Billing
- Data Entry
- Microsoft Excel
- Payroll
- Quickbooks
- Receptionist

- Scheduling
- Typing
- Outlook
- Office Management
- Microsoft Office
- Bookkeeping
- accounting
- Word
- Accounts Receivable
- Human Resources
- Marketing