

Whitney Hale

Greeley, CO 80634

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Work Experience

Administrative Assistant/Accounts Payable

Advanced Medical Imaging Consultants - Fort Collins, CO
September 2018 to Present

Full cycle AP on multiple entities
Print AP/Refund checks
Open and distribute incoming mail
Pitney Bowes machine
Bank reconciliation
Notary
Schedule teams meetings for management

Customer Service Associate

ADP - Fort Collins, CO
August 2014 to September 2018

Customer service
Data Entry
Daily rotations
Place background checks for pre employment
Quality Review

Education

Associate in Science (AS) in Accounting

Front Range Community College - Fort Collins, CO
September 2009 to May 2011

High school diploma

Loveland High School - Loveland, CO
June 2004 to May 2007

Skills

- Bank reconciliation
- Accounts receivable
- Accounts payable
- Account reconciliation

- Administrative experience
- General ledger accounting
- QuickBooks
- Financial Statement Preparation
- Sage
- Data Entry