

KEY STRENGTHS

Professional, Hard Working, Accountable, Adaptable, Flexible, Analytical, Thorough, Efficient, Quick Learner, Knowledgeable, Organized, Forward Thinker, Responsive, Problem Solver, Resourceful, Team Focused, Established, Enthusiastic, Passionate, Patient, Respectful, Ethical, Dependable, Determined, Positive, Joyful

CURRENT BOOKKEEPING EXPERIENCE

2015-Present Owner, Trinity Business Solutions, LLC, Broomfield, CO

Certified Professional Bookkeeper, QuickBooks Pro Advisor (Online and Desktop)

Managing and implementing **all aspects** of my own professional bookkeeping business, working as an Independent Contractor for various clients/businesses, utilizing **QuickBooks Accountant (online and desktop versions)** and **Sage Contractor 100**. Proficient with PC and MAC, Excel, MSWord, 10 key and typing 70 wpm.

Current Bookkeeping Clients (working part time for each, from home office and/or clients' office). Providing diverse services dependent on client's needs including A/R, A/P, P/R and G/L, Quarterly and Annual Tax Reporting including W2s and 1099s, Cash Flow Management, Bank and Credit Card Reconciliations, Weekly Financial Reporting, Labor Burden Worksheets, Collection Calls, and Customer Service.

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| ◆ Davinci Institute Inc.
(futuristic speaker) | ◆ Cooper's Creek
(photography) | ◆ C&K Locksmiths LLC |
| ◆ Personable Media
(web support and design) | ◆ Spark Interiors LLC
(interior design) | ◆ TerraFrame Inc.
(data management software) |
| ◆ Tru-Flow LLC
(biopharmaceutical) | ◆ Ann Hogan Consulting
(human resources) | ◆ North Denver Cares
(non-profit food bank) |
| ◆ EMKTG Inc.
(marketing specialists) | ◆ Restoration Logistics
(restoration services) | ◆ Your Castle Real Estate |
| ◆ EPH Properties
(real estate) | ◆ Home Care Assistance
(in-home care for elderly) | ◆ Root to Rise
(masseur and yoga instructor) |
| ◆ MBBG Properties
(real estate) | ◆ The Jones Group
(real estate) | ◆ Kassel Property Management Co |
| ◆ Access Marketing | ◆ CoWeb Marketing | ◆ Horizon Foot & Ankle Clinic |
| | | ◆ Silverwood Arboriculture |
| | | ◆ Sweetly Paired/Wedlock
Officiants (weddings) |

PAST BOOKKEEPING EXPERIENCE

2012-2013 Full Charge Bookkeeper and Assistant to Office Manager (Full Time),
Jorgensen, Brownell & Pepin, a Law Firm in Longmont

- ◆ Law Firm Accounting utilizing **Dual Cash System**: Trust Accounts and Operating Accounts
- ◆ **A/R and Customer Service**; daily cash receipts, deposits, monthly billings, and past-due/reminder statements including phone calls to customers including detailed Excel spreadsheet tracking
- ◆ **A/P**; daily vendor invoices and purchases, monthly payment disbursements including credit card payments and payroll tax payments
- ◆ **G/L**; assisted Controller in monitoring and keeping accounts in balance including journal entries
- ◆ **P/R** (semi-monthly) for 15-18 employees including Officer's / Attorney's disbursements
- ◆ **Disbursements / Settlement calculations and payments** to clients once their case was completed
- ◆ **Monthly Reconciliations** of various Vendor and Cash Accounts
- ◆ **Financial Reports & Cash Mgmt**; Weekly and Month End with extensive Excel spreadsheet reporting
- ◆ **Quarterly and Annual Federal and State Tax Returns and W2's**

PAST BOOKKEEPING EXPERIENCE (continued)

Detailed job descriptions and experience, 1979 to 2000, available upon request:

- 2000-2004** Part Time Bookkeeper for Liquor Store, Dry Cleaners and Landscapers
1996-2000 Full Time Full Charge Bookkeeper, Robert Howard & Associates, Landscapers in Boulder, CO
1979-1996 Office Manager/Assistant to Controller, Mark Thomas & Co. Inc., Civil Engineers, San Jose, CA

PAST SCHOOL MANAGEMENT EXPERIENCE (2005-2015):

- 2013-2015** Director of Operations for Primrose School of Lafayette
2010-2012 School Director for Hope Montessori Academy in Westminster
2007-2010 School Director for KinderCare in Arvada

Responsibilities included:

- ◆ **Managing** ALL aspects of running an Early Childhood Education School with up to 150 children, 300 parents and 35-38 staff
- ◆ Placing Advertisements, **Interviewing** and **Hiring** prospective staff members
- ◆ **Training**, Staff Meetings, Daily **Supervision**, and **Mentoring**
- ◆ Preparing Weekly and Daily **Staff Schedules** according to the needs of the school
- ◆ **A/R, A/P, Payroll Entries**
- ◆ **Budgeting, Purchasing**
- ◆ **Marketing** the school and its extracurricular programs
- ◆ Phone **Inquiries** and **Tours** to prospective families
- ◆ **Customer Service** to over 300 parents including Orientations, Follow-ups, Parent-Teacher Conferences and Concerns / Complaints
- ◆ **Caring for and nurturing children** as needed, ages 6 weeks through 12 years old
- ◆ Administering **Medications** to children
- ◆ **Complying with State Licensing, Rules and Regulations**
- ◆ **Kitchen**; Food Orders and Menu Development/Implementation
- ◆ **School Repairs and Maintenance**
- ◆ **Planning, Organizing and Implementing Field Trips** (Summer, Winter and Spring Breaks)
- ◆ **Creating Tracking Systems via Excel** (staff requirements, field trips, classroom rosters, staff schedule, etc.)

2005-2007 Preschool Owner, Director and Teacher, Planting Futures Preschool, Broomfield

Responsibilities included:

- ◆ **Researching, Developing, Planning, and Implementing Developmentally Appropriate Curriculum and Hands-On Lessons** for domains including literacy, math, science, social and emotional, arts and crafts, music, fine and large motor skills, and so on
- ◆ Providing a safe, nurturing, and loving environment
- ◆ **Conflict Resolution and Redirection** as needed, working with the parents to ensure their satisfaction with the program while also creating an atmosphere that makes them and their child(ren) feel comfortable
- ◆ **Record Keeping and Assessments** on each child
- ◆ **Marketing of Preschool**
- ◆ **Bookkeeping and Tax Reporting**

PROFESSIONAL MEMBERSHIPS AND OTHER INTERESTS

Certified Bookkeeper #4565, American Institute of Professional Bookkeepers

Certified Pro Advisor; QuickBooks Online and QuickBooks Desktop

Your Pure Bookkeeping Community Member

Notary Public, State of Colorado

Director Certification, State of Colorado, Early Childhood Education

Volunteer, North Denver Cares Food Bank, Broomfield, CO

Volunteer, Flatirons Academy, Lafayette, CO

REFERENCES:

1. Len Martin, CPA/CFO, LWM Enterprises, Inc., 719-728-0526
2. Nathan McEachen, TerraFrame, 303-590-5790
3. Paul Trunzo, Tru-Flow (QuickBooks Desktop), 720-272-7567
4. Deb Frey and/or Micale Medina, DaVinci Institute Inc., 303-666-4133
5. Marcia Smith, Jorgensen Brownell & Pepin, 303-678-0560
6. Bryan Decker, North Denver Cares Food Bank, 303-918-0075