# Accounting Professional | Tech Savvy | Office Manager

# Organized and Detail-Oriented soon-to-be Accounting Graduate

Accounts Receivable; Accounts Payable; Payroll; Microsoft Excel; QuickBooks; Microsoft Windows; Wiki Development; Microsoft Office; Help Desk; Computer Networking; Network Support; Leadership; Technical Support; Customer Service; Technical Troubleshooting; Data Entry; Problem Solving; Conflict Resolution.

**JOB EXPERIENCE**

## stork autobody, riverton, wy 04/14 ‐ 08/20

**Shop Assistant, Bookkeeping & IT**

* Assisted with payroll, accounts payable, receivables, and invoicing for a busy local autobody shop.
* Developed abilities in accounting and estimating software such as QuickBooks and CCCOne.
* Managed shop IT across multiple specialized systems, troubleshooting and upgrading as needed.
* Designed, proposed, and assisted in implementation of upgrading shop painting systems.

## Wyoming.com 04/11 ‐04/14

**Helpdesk Shift Lead**

* Provided top-tier tech support for an ISP offering Wireless, DSL, P2P, and Fiber optic network solutions.
* Developed, implemented, and maintained a helpdesk wiki to provide an easily accessible knowledge base.
* Produced metrics-based reports for management review and planning.
* Assisted and counseled technicians on conflict resolution and customer support.

## Sears Hometown Stores 05/10 ‐ 10/12

**Assistant Store Manager**

* Provided training resources in POS, product knowledge, guest services, technology, and sales.
* Responsible for managing daily operations of two to four employees; schedules, deliveries, and sales goals.
* Balanced the needs of multiple customers and co-workers simultaneously in a fast-paced retail environment.

## the ol’ broker restaurant 05/06 ‐ 12/08

**Front of House Manager**

* Managed front of house operations including scheduling, hiring, and interacting with customers.
* Developed strong organizational and conflict resolution skills.
* Assessed revenue intake and developed budgetary guidelines and tracking systems.

**EDUCATION**

Bachelor of Science in Accounting **GRADUATION 03/2022**

Western Governors University

I.T. Certifications (CompTIA, Microsoft, etc.) **2013**

Central Wyoming College, Riverton, WY