

Margaret Hornacek

President Brookside Bookkeeping Services

Independent, Motivated, and Professional Bookkeeper working for both for-profit and non-profit businesses

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WORK EXPERIENCE

President

Brookside Bookkeeping Services

07/2016 - Present

Longmont, CO

Bookkeeping, organizing, invoicing and other services

Achievements/Tasks

- Built business from the ground up, published the website, perform the bookkeeping and all services provided
- Increased revenue by at least 50% annually through 2020
- Proficient in Quickbooks, Microsoft Office Suite
- Researched and wrote bookkeeping tips document

Care Manager

HomeCare of the Rockies

05/2012 - 11/2015

Longmont, CO

In-home health care provider

Achievements/Tasks

- Caregiver responsible for helping seniors with daily tasks
- Care Manager responsible for overseeing assigned clients
- Assisted with scheduling and on call 24/7 to cover shifts

Assistant Vice President

American Financial systems

11/1997 - 05/2011

Waltham, MA

Provider of supplemental benefit solutions and services for employers

Achievements/Tasks

- Account Manager overseeing software design and testing
- Programmer Manager supervising multiple programmers
- Advised on Annual Performance and Salary Reviews

Senior Systems Analyst

Financial Data Planning

08/1983 - 11/1997

Provided illustration software for corporate owned insurance benefits

Achievements/Tasks

- Actuarial programmer
- Conversion from mainframe system to pc based software
- Communicated and implemented client change requests

EDUCATION

Bachelor of Science

University of West Florida

08/1981 - 05/1983

Pensacola, FL

Courses

- Major: Computer Science
- Minor: Mathematics

Certified Bookkeeper

National Association of Certified Public Bookkeepers

SKILLS

Leadership

Problem Solving

Organization

Professional

Proficient in Quickbooks

ACHIEVEMENTS

Alliance of Therapy Dogs Tester/Observer (06/2011 - Present)

Observe and test potential therapy dog teams

Longs Peak Hospital Volunteer Pet Therapy Coordinator (05/2018 - Present)

Volunteer position to recruit, train, and coordinate pet therapy teams for the hospital

Volunteer Pet Therapy Coordinator (05/2010 - 10/2015)

Volunteer positions at Avista Adventist Hospital and Good Samaritan Medical Center, served on the Volunteer Advisory Board at Good Samaritan Medical Center

Pet Therapy Handler (05/2010 - Present)

Pet therapy handler for 4 therapy dogs visiting at hospitals and nursing homes. Participated in Rottie Aid parades with my therapy dogs over the years showcasing Rottweilers as therapy dogs. Pet therapy handler for Boulder Strong Comfort Dogs.

1st Degree Black Belt Taekwondo

PERSONAL PROJECTS

Bookkeeping Tips

- Researched and documented bookkeeping tips and timesaving ideas in document for both my website and business Facebook page

CERTIFICATES

Certified Bookkeeper

ORGANIZATIONS

National Association of Certified Public Bookkeepers

American Institute of Professional Bookkeepers

Alliance of Therapy Dogs

Wild Animal Sanctuary - Active Supporter

Wild Animal Refuge - Founder

INTERESTS

Pet Therapy

Scrapbooking

Cycling

Piano

Golf

Skiing

Reading