

Mary A. Warner

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Objective

I am seeking a challenging, full-time position in accounting or as an office manager, which allows me to utilize my current skills and develop new abilities.

Career Profile

- Diligent, detail-oriented, resourceful and knowledgeable of all office functions
- Excels at multi-tasking and problem solving. Extremely well organized and efficient
- Excellent written and verbal communication skills with strong ability to compose and edit written material
- Outstanding coordination skills with an aptitude for scheduling appointments and maintaining calendars
- Ability to make administrative/procedural decisions, highly trustworthy, discreet and ethical

Skills

Microsoft Word
Internet Research
70-75 wpm typing speed
QuickBooks

Microsoft Excel
Telephone Reception
Customer Service
Travel Coordination

Planning and Scheduling
Transcription
Accounting & Bookkeeping
Constant Contact

Relevant Experience

Personal Assistant

2003-present

Independent contractor for the following companies: *Ba-Lo Consulting*, Greenwood Village, Colorado
ArpeggioHealth, Denver, Colorado/Irvine, California, and *Edward H. Ladon, Ph.D.*, Denver, Colorado

- Coordinating travel arrangements
- Proofreading and editing
- Setting up office space for multiple clients
- Typing proposals and reports
- Preparation and distribution of invoices
- Filing and organizing paperwork
- Maintain business contact information
- Accounts receivable

Office Assistant

1999-present

Hebrew Educational Alliance Preschool, Denver, Colorado

- Multiple functions/tasks
- Office/Classroom Assistant
- Filing, organizing and scheduling
- Proofreading and editing

Administrative Director

2009-2010

Dance Core, Aurora, Colorado

- Accounts receivable
- Customer service
- Answering phones
- Payroll
- Parent liaison
- Proofreading

Classified Substitute

1999-2006

Aurora Public Schools, Aurora, Colorado

- Answering phones
- Classroom support
- Copying
- Typing
- Parent liaison
- Faxing

Assistant Representative

1988-1991

ASCAP, Aurora, Colorado

- Bookkeeping
- Accounts payable
- New account set-up
- Secretarial duties
- Notary
- Typing

Accounting Supervisor

1985-1988

One Hour Optical, Inc., Denver, Colorado

- Payroll & payroll taxes
- Accounts payable
- Data entry
- Handling cash for 12 stores
- Organization of accounting department for five-state region
- Processing daily cash receipts for 25 stores
- Sales, unemployment & withholding tax returns
- Reconciling monthly vendor statements