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Sealy, TX 77474

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Cristine L. Atkinson

Key Skills

Office Management
Bookkeeping & Payroll
Accounts Receivable/Payable
Bank Statement Reconciliation
Sales Tax Reporting
Spreadsheet Creation

Human Resource Support
Employee Benefit Management
Policies & Procedures Manuals
Report & Document Preparation
Records Management
Website Maintenance

Experience

Admin Genie 2005-Present

Owner

Contract work for small businesses utilizing skills from prior experience

- Annette Bridges, Customer
 - Website maintenance
 - Research
- Tioga Museum Heritage Assn – Western Trade Days, Customer
 - Website creation and maintenance
 - Payment reporting and funds transfers
- Horizon Dynamics, Customer
 - Internet marketing and administrative assistance
- CADDawg, Customer
 - Invoicing
- Rockbridge Church, Customer
 - Full bookkeeping and administrative services for start-up church

LCS Company, Rockwall, Texas 2000-2004

Office Manager/Accounting

- Accounts Receivable
 - Accounts Payable
 - Bank Statement Reconciliation
 - Cash Management
 - Payroll for 15 Employees in 4 States, including tax reporting
 - Sales Tax Management/Reporting for 20+ states
 - Human Resources
 - Technology Support
 - Facilities Management
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Experience (cont.)

Centennial Marketing, Oklahoma City, Oklahoma 1999-2000

Office Manager

- Accounts Receivable
- Accounts Payable
- Bank Statement Reconciliation
- Payroll
- Technology Support
- Insurance Claims Support
- Customer Relations

OMS Partners, Inc., Oklahoma City, Oklahoma 1998-1999

Administrative Assistant to Finance Department

- Accounts Payable
- Bank Statement Reconciliation
- Assisted with Payroll
- Special Projects as Requested

Ernst & Young LLP, Oklahoma City, Oklahoma 1996-1998

Administrative Assistant

- Audit Report Processing
- Tax Return Assembly
- Recruiting Assistant
- Database Management
- Proofreading

Qwinstar Corp., St. Paul, Minnesota 1995-1996

Administrative Assistant

- Answering Phones
- Filing
- Various Projects as Needed

Education

Additional College Hours Through 2010

100+ hours, including Accounting, Business, and Management Courses

Minneapolis Community College, Minneapolis, Minnesota 1992-1994

Associate Degree

- General Studies
 - Member Phi Theta Kappa
 - *The National Dean's List 1993-1994*
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References

References

Don Hensley, Owner, Centennial Marketing

Barbara Larsen, Location Manager, Ernst & Young, LLP

Patrick Talbot, Director of Finance, OMS Partners, Inc.

David McCune, Owner/President, LCS Company, Inc.

Duane Pemberton, Pastor, Rockbridge Church

Bob Schwaller, Owner, Horizon Dynamics

Doug Pritchett, Owner, CADDawg AutoCAD Services

Annette Bridges, Owner, AnnetteBridges.com & Media Contact for Tioga
Museum Heritage Association