



Located in
Grapevine, TX 76051

Cell (469) 223-4760
Fax (469) 533-1579
E-mail cristi@admingenie.net

Cristine L. Atkinson

Professional
experience

2005-Present Admin Genie Virtual Business Partner
Owner

- Contract work for small businesses utilizing skills from prior experience
 - Rockbridge Church, Customer
 - Full Bookkeeping & Administrative Services for plant church
 - Horizon Dynamics, Customer
 - Internet Marketing & Administrative assistance
 - CADDawg, Customer
 - Invoicing

2000-2004 LCS Company Rockwall, Texas
Accounting/Bookkeeping Specialist/Office Management

- Accounts Receivable
- Accounts Payable
- Bank Statement Reconciliation
- Cash Management
- Payroll for 15 Employees in 4 States
- Human Resources
- Technology Support
- Facilities Management

1999-2000 Centennial Marketing Oklahoma City, Oklahoma
Office Manager

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

1998-1999 OMS Partners, Inc. Oklahoma City, Oklahoma
Administrative Assistant to Finance Department

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



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Professional experience (cont.)	1996-1998	Ernst & Young LLP	Oklahoma City, Oklahoma
		Administrative Assistant	
		<ul style="list-style-type: none">▪ Audit Report Processing▪ Tax Return Assembly▪ Recruiting Assistant▪ Database Management▪ Proofreading	
	1995-1996	Qwinstar Corporation	St. Paul, Minnesota
		Administrative Assistant	
Education	Through 2004	Additional College	
		100+ hours of college	
	1994	Minneapolis Community College	Minneapolis, MN
		Associate Degree	
		<ul style="list-style-type: none">▪ General Studies▪ Member Phi Theta Kappa▪ <i>The National Dean's List 1993-1994</i>	
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	