Danielle Newman

3110 Saddle String Circle, Gillette, Wyoming 82716 307-299-4371 (cell)

E-mail: dnewman028@gmail.com

|  |  |
| --- | --- |
| **Objective** | To obtain a position that will utilize my skills and abilities, also achieve future career to offer enhanced knowledge and opportunities. |
| **Education** | **Gillette College****Associates degree** |
| **Experience** | **Accountant****Mountain High Corporation***December 2023 – Present** Complying with all company, local, state, and federal accounting and financial regulations.
* Compiling, analyzing, and reporting financial data.
* Creating periodic reports, such as balance sheets, profit & loss statements, etc.
* Presenting data to managers, investors, and other entities.
* Maintaining accurate financial records.
* Performing audits and resolving discrepancies.
* Computing taxes.
* Keeping informed about current legislation relating to finance and accounting.
* Assisting management in the decision-making process by preparing budgets and financial forecasts.

**Accounting-Payroll/IRS Notice Specialist Ketel Thorstenson***April 2022 – December 2023** Payroll for various clients
* Sales tax returns,
* Quarterly and annually payroll reporting
* Bank reconciliations/AGL entiries
* Accounts payable
* Resolve IRS Notices for clients
* Setup new clients in accounting various accounting software programs
* Assist and train co-workers with various tasks

**Payroll and Human Resource Director/ Office Management/Trainer/Accounts Payable/Accounts Receivable/GL/Accounting/Project Management/Job Cost and Revenue/Inventory/Equipment Maintenance****DRM, Inc.***January 2010 – January 2022** Accurately maintain and process weekly payroll, HR files and DOT files-approximately 250 employees
* Decrease health care costs and maintain/enroll benefits for company and employees
* Invoice customers, record payments, send statements, Accounts Receivable
* Pay vendors in timely manner, implement system to take advantage of the discounts form vendors, saved over $1,000.00 in fees, Accounts Payable
* Balance and provide Accounting/Financials to board and owners
* Taxes/Quarterly/W2/1095 Annual Reporting
* Balance and maintain GL accounts
* Manage office employees and various project management
* Resolve 100% of Employee and Customer concerns
* Schedule and hold meetings
* Streamline inventory tracking to reduce company waste of over purchasing by 30%
* Equipment/Maintenance tracking, deceased missed maintenance for equipment, resulting in 20% savings on repairs
* With my extensive knowledge, provided enhancements and administration cost savings for all departments
* Implement new technologies, processes, and train employees in all departments for all new software programs
* Resolve 100% of IT/computer and accounting problems
* Provide documents for accounting audits

**Enumerator Census Bureau***August 2020 to October 2020 – Temp Job** Gathered census data by doing interviews door-to-door.
* Obtained 97% of the census bureau data for people residing in a town, state, and county.

**Construction Project Inspector/Field Engineer Stetson Engineering***October 2006 – January 2010** Client/contractor meetings
* On-site inspections
* Field design construction project
* Contract document
* Reports
* Provide monthly pay request
* Communications between client and contractor
* Oversee various types of projects

**Engineering Technician CE&MT, Inc.***August 2004 – October 2006** On-site testing
* Quality assurance and control of concrete
* Soil, and asphalt for various project designs
* Perform field and lab tests of mix designs of asphalt/concrete
* Train new employees
 |
| **Membership** | * Phi Theta Kappa Honor Society
 |
| **Community Service** | * Salvation Army
* Headstart/Homestart Volunteer Work
* Court Appointed Social Advocate-CASA
* Sports Coach – Recreation Center/AAU
 |
| **References** | * Aaron McKillop – 307-680-8521
* Jerrica Sprague – 307-660-5183
* Keni Cundill – 307-689-7997
 |