Danielle Newman

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| **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 |