

JENNIFER NEBEKER

Las Vegas, NV 89085

702-203-4089

Neb6pack@gmail.com

To work for and help build an organization where I can use my skills and abilities in business development, bookkeeping, human resources, customer service, and creativity. A company where I can be a valuable team member.

EXPERIENCE

JULY 2023-SEPT 2024

OFFICE MANAGER/FINANCE, ITERNAL NETWORKS, LAS VEGAS NV

- Finance Leadership Team member-weekly finance and leadership meetings
- Manage IT office which includes Accounts Receivable, Accounts Payable, Payroll, Insurance,
- Human Resources-implemented policies and procedures, employee reviews, Benefits and new hires
- Keep books and bank accounts reconciled and ran monthly reports
- Organize company activities and events

OCTOBER 2015-JUNE 2023

OFFICE MANAGER/BOOKKEEPER, WESTERN TRADES CONSTRUCTION, LAS VEGAS NV

- Managed a busy construction corporate office which includes Accounts Payable, Payroll, Benefits, and Accounts Receivable
- Manage all Insurance policies and claims.
- Keep books and bank accounts reconciled for all 4 locations in 4 different states.
- Supervisor of 2 office administrators.

MARCH 2000-OCTOBER 2015

INDEPENDENT CONTRACTOR/VERIFIER, A MATTER OF FACT, COLFAX CA

- Verified employment, education, and professional licenses.
- Verified and interviewed professional references.
- Typed up reports, updates, and invoices

EDUCATION

JUNE 1992

ASSOCIATES DEGREE IN ACCOUNTING, STEVENS-HENAGER COLLEGE, PROVO UT

- 3.86 GPA

APRIL 1999

MASSAGE THERAPIST CERTIFICATE, UTAH COLLEGE OF MASSAGE THERAPY

- 4.0 GPA
- Honors: *magna cum laude*

OTHER EMPLOYERS

- HALLMARK, LAS VEGAS NV, **MERCHANDISER**
- TROPICANA WEST CHIROPRACTIC, LAS VEGAS NV, **MASSAGE THERAPIST**
- STATE FARM INSURANCE, SALT LAKE CITY UT, **PIP AUTO CLAIMS EXPEDITER**
- THE PALACE DANCE CLUB, PROVO UT, **PERSONAL ASSISTANT/NIGHT CASH MANAGER**

SKILLS

- Organized with attention to detail
- Motivated to fill gaps as needed
- Independently identify solutions to problems
- Embrace challenges, adapt to change
- Computer skills include: Microsoft Office, QuickBooks, Autotask, IT Glue, 10 Key
- Good communication & interpersonal skills

ACTIVITIES & INTERESTS

- Volunteer for my church
- Make Tshirts, Art, Laser engravings
- DIY Projects
- Health and wellness