

**Christie Doty**  
**doty@harperhofer.com**  
**(303) 486-0017**

## **EMPLOYMENT**

Harper Hofer & Associates, LLC, 1580 Lincoln Street, Suite 1100, Denver, Colorado 80203. January 2014 to present. Office Manager

Light, Kelly & Dawes, P.C., Denver, CO 2005-2013. Office Manager/Legal Assistant.

Light, Kelly & Dawes, P.C., Denver, CO 2001-2005. Receptionist.

## **EXPERIENCE**

- Office/Employee management
- Client billing/Accounts Receivable
- Office billing/Accounts Payable
- Payroll (Paychex and Intuit QuickBooks)
- Travel Arrangements
- Employee benefits
- Coordinate financials
- Scheduling and calendaring
- Office supplies
- Software: Microsoft Office, QuickBooks and Timeslips

## **EDUCATION**

One year of general coursework at Montana State University - Billings

