

RANDI N. YOCHIM, CPA
(303) 486-0018
yochim@HarperHofer.com

EMPLOYMENT

Harper Hofer & Associates, LLC, 1580 Lincoln Street, Suite 1100, Denver, Colorado 80203. March 2008 to present. Associate.

Rocky Mountain Chocolate Factory, Broomfield, Colorado. December 2006 to March 2008. Assistant Manager.

Part-time retail sales from June 2005 to December 2006.

EXPERIENCE

Associate:

- Collecting, reviewing, organizing, and analyzing large quantities of documents received throughout the discovery process.
- Designing and preparing spreadsheets, exhibits, summaries, and schedules for a wide range of cases including commercial litigation, lost earnings, marital dissolution, and fraud.
- Entering, verifying, and testing data.
- Experience with projects in a variety of industries including construction, technology, and civil services.

Assistant Manager:

- Opening and closing registers. Counting cash and printing daily reports. Managing employees. Conducting yearly inventory count.

VOLUNTEER EXPERIENCE

Maranatha Christian Center, Arvada, Colorado. May 2007 to March 2010. High school varsity cheerleading coach, including developing personal skills, giving constructive criticism and praise, organizing practices and events.



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EDUCATION

DeVry University, Westminster, Colorado. Business Administration program with a concentration in Accounting. GPA 3.86. Graduated Magna Cum Laude, June 2010.

Front Range Community College, Westminster, Colorado. August 2006 to May 2008. Transfer from Associate of Arts, Business program. Transferred to DeVry University.

PROFESSIONAL SKILLS

Proficient use of MS Word, Excel, and PowerPoint.

