

Susan Owens
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(720) 529-0509

EMPLOYMENT

Harper Hofer & Associates, LLC, 216 16th Street, Suite 850, Denver, Colorado 80202. January 2015 to present. Seasonal Tax and Bookkeeping Services.

Stricklin & Associates, 1540 Emerson Street, Denver, Colorado 80218. May 2014 to December 2014. Contracted Bookkeeper.

P. Furniture & Design, 142 Beaver Creek Place, Avon, CO 81620. June 2005 to June 2014. Accountant.

C. Anthony Gallery, 61 Avondale Lane, Beaver Creek CO 8160. June 2010 to September 2013. Art Consultant.

First Bank of Avon, 11 W Beaver Creek Blvd, Avon CO 81620. August 2003 to May 2005. Personal Banker and Customer Service Representative.

EXPERIENCE

Assist tax group by preparing individual and fiduciary tax returns. Prepare monthly bookkeeping, including preparation of journal entries and general ledger account reconciliations. Proficient in all Microsoft Office software, Bill.com, Peachtree Accounting, QuickBooks, and Quicken.

EDUCATION

University of Arkansas, Fayetteville, AR. Bachelor of Science in Finance. 2003

CIMBA, Paderno del Grappa, Italy. Upper-division Courses in Business, Economics and Communication Studies. Summer 2001

