

Christie Doty
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(303) 486-0017

EMPLOYMENT

Harper Hofer & Associates, LLC, 216 16th Street, Suite 850, Denver, Colorado 80202. 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

