

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, CO. 2014. Contracted Bookkeeper.

P. Furniture & Design, 142 Beaver Creek Place, Avon, CO. 2005 - 2014. Accountant.

C. Anthony Gallery, 61 Avondale Lane, Beaver Creek, CO. 2010 - 2013. Art Consultant.

First Bank of Avon, 11 W Beaver Creek Blvd, Avon CO. 2003 - 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