

Brandi Foote

West Jordan, UT 84081

brandi.foote59@gmail.com

385-232-5850

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Accounting Manager/Bookkeeper

Gerhart Cole - Midvale, UT

March 2021 to Present

Accounts Receivable

Accounts payable

Payroll

On boarding

Reconciliation of books

Notary

Lien waivers

SCR Utah site

Some HR duties

Executive Assistant

Codale Electric Supply - Salt Lake City, UT

November 2016 to March 2021

Assist President of the Western Region and CEO. Arrange travel for all employees. Design presentations, logos, fliers, for meetings. Write notes when in conferences/meetings. Make Travel folders for executives. In charge of gift cards for a reward system the company has in place.

Accounts Receivable Specialist

Codale Electric Supply - Salt Lake City, UT

March 2012 to November 2016

Call and collect payment for past due invoices/statements. Fill out and notarize lien waivers. Set up jobs on the Utah Construction Registry. Input payments into the bank and into our system. Reconcile our system to match the bank information. Set up customers in system and put into files. Scan and Filing documents.

Retail Sales Associate

TJ Maxx - Midvale, UT

September 2010 to March 2012

Give exceptional customer service while on the floor and cashiering. Responsible for setting up jewelry and clothing on the floor. Making sure that the store was organized. Responsible for money in the cash register.

Certified Nurse Aide

Intermountain Medical Center - Murray, UT
February 2008 to August 2010

Help nurses with medical procedures. Take care of patient's needs and daily living activities. Help different parts of the hospital when understaffed.

Education

High school diploma in General Studies

Bingham High School - South Jordan, UT
August 2004 to June 2007

Skills

- Microsoft Office Excel
- Adobe InDesign
- Cashiering
- Microsoft Office PowerPoint Adobe Acrobat
- Customer Service
- MICROSOFT WORD
- Adobe Photoshop
- Time Management
- Organization
- Email
- Team Player
- Team work
- Phone Etiquette
- Patient Care computer typing
- Event Organization Medical & Nursing Assistant
- Adobe Illustrator
- Cash Handling
- Report writing scan and file
- Reconciliation
- Adobe Creative Suite
- Calendar Management
- Event Planning
- Personal Assistant Experience
- Administrative Experience
- Microsoft Outlook
- Graphic Design
- Presentation Skills

- Medical terminology
- Phone triage
- Accounts Payable
- General Ledger Accounting
- Office Management
- Accounting
- QuickBooks
- Payroll
- Accounts Receivable
- Bank Reconciliation
- Account Reconciliation

Certifications and Licenses

Notary Public

February 2013 to February 2024

Assessments

Administrative assistant/receptionist — Highly Proficient

January 2021

Using basic scheduling and organizational skills in an office setting

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.