

# Kristy M Hunt, BBA

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PO BOX 100, Castle Rock, WA 98611 | 907-738-8626 | askmc18.kc@gmail.com

September 3, 2018

Braun Northwest, Inc.  
150 North Star Drive  
Chehalis, WA 98532

Dear Hiring Manager,

I am a professional candidate applying for the position of Accounts Payable with your company Braun Northwest. My resume will reflect a variety of skills ranging in accounting, administrative support, customer service, and retail. My performance will reflect a high level of detail and organization, self determination, and a great attitude that allows me to connect with people.

I have my Bachelors degree in Business Administration, and 8+ years of accounts payable experience. I am seeking to align myself with an organization that is looking for a highly motivated professional with strong credentials and a proven track record.

Some of my key strengths include,

- 8 years experience working as accounts payable and receivable. The last two were performed at a fast paced, high volume agency of the State of Alaska.
- 20 years of comprehensive knowledge of office procedures, equipment, variety of filing practices, and computer software applications such as Microsoft Office and Excel,
- 8 years of experience working with accounting software. I.e. Quickbooks Desktop and Online, and IRIS (State of Alaska) integrated accounting, HR, and reporting software.
- Word processing speed of 55 wpm and proficient in 10-key,
- Exceptional experience communicating with customers and vendors at all levels, to include professional telephone, written, and email etiquette,
- Ability to handle frequent interruptions, using time management and organizational techniques,
- Able to sit for prolonged periods at time and able to meet all necessary physical requirements for this position,

My current position as Accounting Technician has given me the opportunity to advance my expertise in the payable field, however my husband and I have decided to relocate to Washington State in September 2018. I am seeking a job with an organization that can utilize my background expertise, and expose me to new career challenges. I am confident my skills and knowledge can help your organization.

I welcome the opportunity to interview for this positions. Thank you for your consideration, and please contact me with questions. I look forward to hearing from you.

Sincerely,  
Kristy M Hunt  
P (907) 738-8626

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Highly motivated candidate seeking a career in business management. I thrive in an environment with increasing levels of responsibility, and enjoy an atmosphere that promotes learning and education. I am highly detailed and organized, with a proven record of accuracy and reliability, able to handle high amount of data, and meeting deadlines.

## Areas of expertise include:

- 15+ years of customer service
- Professional communication
- Typing speed 55 wpm
- Proficient in 10-key
- Variety of filing methods
- Microsoft Office and Google Suite
- Website management
- Implementing new software
- Interpreting government policies
- Compliance management
- Risk management
- Inventory management
- Contract management
- Supply and retail management
- Reconciling financial accounts
- Accounts payable and receivable
- Financial and statistical reporting and record keeping
- Basic budgeting
- Vendor account management
- Employee management
- Timekeeping and verification

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## PROFESSIONAL EXPERIENCE

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### MT EDGECUMBE HIGH SCHOOL | Sitka, Alaska

Sept 2016 - Present

Division of State of Alaska Department of Education and Early Development

#### Accounting Technician II

Hired to rebuild the administrative business office, working closely with the new Administrative Officer and Superintendent to re-establish policies and procedures to help staff transition to a new Statewide Financial & Procurement Database (IRIS). Lead the development of new internal systems, addressing procurement and inventory management.

My position primarily performs accounts payable functions; collect and match all invoices, approvals, packing slips and purchase orders. Verify, review and code all invoices prior to inputting. Request credits and track warranty supplies. Request W-9 from vendors and maintain a professional relationship with vendors. Generate and monitor encumbrances, manage supply orders for school, maintenance and janitorial, and manage the Student Activity Fund in Quickbooks.

#### Key Contributions

- Built internal purchase request system using Google Application. Implemented new procedures and policies, created manuals, and trained staff on new system. Maintained for one year before recommending a Google based purchasing software to manage entire purchase and travel requests process.
- Reorganized procurement and inventory systems to ensure efficient workflow and compliance with State policies. Created internal procedures to assist management and staff with understanding procurement

rules and requirements. Created spreadsheets for management and vendors to request supplies for janitorial and dorm related supplies.

- Modernized the Student Activity Fund, transferring the student activity account to QuickBooks Online, and introducing a new credit card processing option, using Square Point of Sales for multiple locations campus wide. Developed purchasing and cash management policies, procedures, and PCI Compliance training and monitoring for all staff and student workers, all to ensure district and state compliance. Generated recurring monthly reports for club advisors and administrative staff, and transition student fees from current SIS to Quickbooks Online to ensure timely billing and monitoring of past due accounts.

**CITY AND BOROUGH OF SITKA | Sitka, Alaska**  
**Tax Clerk/Multifunction**

**Oct 2015 – Sept 2016**

Recruited by Deputy Finance Director to assist department in implementing a new sales and property tax software. Worked with Tax Accountant to recommend changes and interpretations to the sales tax code. Assisted business owners with registering new businesses license and sales tax exemption cards, register senior citizens for sales tax exemption cards, printed and mailed quarterly and annual sales tax form, and assisted Tax Accounting with annual property tax duties.

***Key Contributions***

- Updated all tax forms and created fillable form for business to submit returns online. Created tracking spreadsheet for fishing and charter companies to ensure proper application of tax codes and calculations.
- Developed system to report active business and investigate non-compliance accounts, including Amazon and AirBnB businesses.
- Initiated collection process for non-compliant business and past due accounts for all functions of the Finance Department.

**AURORA BUSINESS SUPPLIES, LLC | Sitka, Alaska**  
**LLC Member/Manager/Sales Manager**

**Sept 2010 – Sept 2015**

Moved to Sitka to manage the family office supply business. Maintained customer and vendor accounts, performed accounting functions to include payroll and timekeeping, accounts receivables, payables, and collections using QuickBooks and retail store management software. Developed a comprehensive knowledge of merchandising, supply chain, purchasing, cost management, and negotiating contracts/agreements. Supervised a staff of 2-5 employees, interviewed and recruited, processed new hires, performed orientation training, maintained confidential employee files, conduct ongoing training and annual evaluations.

***Key Contributions***

- Established and performed risk management procedures for staff and customers at all levels. Experience with professional telephone, written, and email correspondence. Experience with problem solving and conflict management: evaluating customer complaints, staff disputes, inventory/product and shipping discrepancies, and recommend creative solutions using logic and experience.
- Developed new professional relationships and business strategies using networking through community involvement, cold calling, and sales visits. Provided start to finish guarantees for all customers.

- Implemented and managed new company website to include new online order options for customers, product awareness, and promotional offers. Streamlined customer communication via online applications, and established email marketing program to increase sales and overall product awareness.

**MOORE HEATING AND AC | Anchorage, Alaska****May 2003 - Sept 2010****Service Dispatcher/Job Coordinator/Marketing and Customer Service Manager**

Recruited as a Service Dispatcher for a fast-past heating company, known for their outstanding customer service. Answered multi-line phones, taking service calls, dispatching 5-6 technicians to multiple calls a day, ordered parts for service jobs, and coordinated delivery with parts runner. Processed bills, file invoices, and resolved customers questions and complaints. Assisted company with implementing a new service based program by transferring customer accounts. In 2008, I was promoted to Job Coordinator. Duties included, processing installer work orders, ordering material lists, monitoring job progress through material and labor receipts, and finalizing job costing, invoicing, and salesman timesheets. Performed all functions with accuracy and organization, utilizing time management techniques and adapting to change.

***Key Contributions***

- Promoted to Customer Service manager to resolve customer complaints using communication techniques, active listening and questioning.
- Established and conducted weekly OSHA safety meetings, managing employee training to ensure staff and company were up to date with required training.

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**PROFESSIONAL DEVELOPMENT AND TECHNICAL PROFICIENCIES**

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**EDUCATION**

**High School Diploma (2000)** Sitka High School | 100 Lake Street | Sitka, Alaska 99835

**Bachelors in Business Administration (BBA) and Marketing (2008)** University of Alaska Anchorage | Anchorage, Alaska 99508

**CERTIFICATIONS AND LICENCES**

**Security & Awareness Level 2 CJIS Security Test (2018-2020)** Criminal Justice Information System (CJIS)

**Alaska Notary Commission (2015-2019)** State of Alaska | Office of Lieutenant Governor

**ALICE Basic Certification for Schools (2018-2019)** ALICE Training Institute

## TECHNICAL SKILLS

Microsoft Office (Word, Excel, PowerPoint, Outlook, and Access), ECI Britannia (Retail), Google G Suite for Education, IRIS – Financial & Procurement Database, ALDER – Alaska Database Enterprise Reporting, QuickBooks (Desktop and Online), ArbiterAthlete/ASAA database, PowerSchool – Student Information System, GoDaddy, and Adobe Contribute.

Office Equipment; Multifunction copiers, fax machine, high capacity scanners, shredders, PC computers, printers, postage machines, large capacity folding machines and sorters, multi-line phones, switch boards, facility wide intercom, and two way radios.

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## PROFESSIONAL REFERENCES

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**Janelle Vanasse** - Superintendent of Mt Edgecumbe High School

1330 Seward Street - Sitka, Alaska Phone 907-545-1335 Email [janellev@mehs.us](mailto:janellev@mehs.us)

**Yvonne Spencer** - Owner of Office Products Services

Anchorage, Alaska Phone 907-529-1615 Email [opsyvonne@alaska.net](mailto:opsyvonne@alaska.net)

**Rob Merchant** - Owner of Moore Heating and AC

1801 E Dowling Rd - Anchorage, Alaska Phone 907-561-1500 Email [robm@mooreheating.com](mailto:robm@mooreheating.com)