

Denise Sprigg

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GOALS & OBJECTIVES

To secure a position that will allow me to utilize my business management, accounting knowledge and expertise with an opportunity for future advancement.

SPECIAL QUALITIES

- *Experience, which encompasses on various areas of customer service and office management
- *Rapid assimilation of new ideas, policies and procedures.
- *Goal oriented individual, with excellent organizational and time management skills, paying strict attention to detail.
- *Flexible, adaptable and self-motivated.
- *Familiar with Quick Books, MS Word, Site Watch, Car Watch, Internet, e-mail, and general office equipment.

PROFESSIONAL EXPERIENCE

Total Care Enterprises, Inc.
D/b/a Bill's Car Wash

2000 – 2010
Office Manager/Bookkeeper

Duties: I was responsible for the day-to-day operations of the business office for three separate central Florida locations. My duties and responsibilities were, maintaining all the financial reports, daily bank deposits, accounts payable, input of daily sales figures into Quick Books and recording all journal entries for the monthly reports. It was my responsibility to maintain, balance and reconcile the businesses bank accounts, pay monthly sales tax, process weekly payroll for 150 +/- employees. I maintained the records required for all employee(s) benefits, including healthcare, vacations, IRA distribution and COBRA policies. I was responsible & accountable for yearly Sales Audits, Workers Compensation audits and many other special audits as requested. I was also in charge of purchasing and maintaining all the office supplies and retail merchandise for all three-business locations.

ADDITIONAL EXPERIENCE

Mercedes Homes
Orlando, Florida

1999 - 2000
Division Accountant

Prosource of Orlando
Orlando, Florida

1998 – 1999
Bookkeeper

Texaco Super Wash Inc.
Altamonte Springs, Florida

1987- 1998
Office Manager / Accounting Assistant

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EDUCATION

Lake Brantley High School
Altamonte Springs, Florida

1988 - Graduate

Seminole Community College
Sanford, Florida

1992 - 1994
Curriculum towards
Office Support Technology Programs

SPEICAL CLASSES AND TRAINING

ADP Payroll
Accounting I & II
Word Processing
Basic Florida Wage and Labor Law(s)

REFERENCES

Available upon request