

Denise L Tharp
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I am seeking challenging and rewarding career within your organization, where I can effectively utilize my talents, training and experience to the mutual benefit of the company, its shareholders, and myself.

Work Experience

Bookkeeper – Self Employed
Various Companies - Wichita, KS
August 2009 to Present
Setting up new accounting systems, office procedures and policies.

Planner Assistant
Summit Employment Professionals - Wichita, KS
September 2019 to January 2020
This was a temporary assignment. Assist planner in developing job travelers.

Delivery Driver
Flatlands Transportation - Wichita, KS
May 2019 to August 2019
Responsible for delivering packages in a timely and accurate manner.

Office Manager / Human Resources
Ultra Modern Pool & Patio - Wichita, KS
March 2016 to January 2019
Responsible for payroll, new employee on boarding, benefits, and other hr duties, purchase order entry, payables, receivables, warranty claims, job costing, answering phones, distributing mail, and other duties as management requests.

Senior Branch Customer Service Representative
Trimac Transportation, Inc - Haysville, KS
January 2012 to November 2015
Responsible for the day to day operations of the branch, payables, dispatcher, driver services, distributing mail, design forms for office and driver use, answer phones, and other duties as management requests.

Office Manager / Bookkeeper
Advantage Home Care & Hospice - Wichita, KS
August 2006 to August 2009
Medicare billing, hospice billing, msp billing, insurance billing, Medicaid billing, accounts payable, accounts receivable, tax forms and reports as required by state and federal government, payroll and other duties as management requested.

Education

Accounting, 3 years completed
Wichita State University

Skills

Quickbooks • Human Resources • MS Excel • MS Office • MS Powerpoint • Inventory • Sales • Logistics • Word