

# Christina Ribbens

## EDUCATION

1992 *B.A, Western State College of Colorado.*  
Major in Biology.

## RELEVANT EXPERIENCE

2007-2008 *Accounting Assistant, Gunnison County Electric Assoc., Gunnison, CO.*  
Accounts payable, payroll, material inventory, financial reports, work orders, depreciation. IVUE computer system proficiency.

1994-2008 *Owner, Quartz Creek Cabins, LLC, Pitkin, CO.*  
Conducted all daily and annual operations including but not limited to bookkeeping, licensing, sales records, advertising, customer relations, sales tax reporting, account reconciliation, end of year auditing, reservations.

1996-1999 *Warranty Administrator, John Marzolf Automotive, Inc., Gunnison, CO.*  
Accounts receivable, accounts payable, customer service, payroll, vehicle title work, vehicle inventory control, warranty administration, finance and insurance, service advising.

## OTHER WORK HISTORY

2008-2009 *Secretary, Superior Alarm & Fire Protection, Montrose, CO.*

1991-1995 *Bakery/Deli Sales and Service, City Market, Gunnison, CO.*

1990-1991 *Reservationist/Desk Clerk, Super 8 Motel, Gunnison, CO.*

1985-1990 *Manager, Swan Cleaners, Lakewood, CO.*

1984-1985 *Campaign/FEC Compliance Staff Member, Americans With Hart, Denver, CO.*

## QUALIFICATIONS

- Accounting skills including general ledger, accounts receivable, accounts payable, bank statement reconciliation, payroll, sales tax, auditing.
- Strong math and science background.
- Computer fluency in Microsoft Word, Excel, Ivue, Quicken, Quickbooks.
- Extensive organizational skills.