

**CHRISTINE BROWN**  
**7969 Scarborough Drive**  
**Colorado Springs, CO 80920**  
**Home: (719) 694-8710**  
**Cell: (406) 868-5869**  
**chrissybrown2526@yahoo.com**

## **EXPERIENCE-**

### **Construction/Accounting Administrator (NeighborWorks Great Falls Mutual Self-Help Program 3/05 through 6/09):**

- All A/R & A/P - Coded all invoices – Journal Voucher entries - Bank Statement Reconciliation for 8 bank accounts - Maintained/balanced ledgers - Responsible for all accounting procedures from beginning to ending balances.
- Responsible for all aspects of construction bidding/contracts- Worked closely with all contractors to make sure project was completed accurately, in a timely manner & within budget/bid - Responsible for Lien Releases - Worked with city/county inspectors to maintain code compliance - Managed all accounts with numerous material providers - Resolved all customer & contractor issues - Filled in for on-site construction manager as needed.
- Responsible for building/maintaining 20 individual budgets per year totaling \$3 Million - Asst. in building budget for 500K federal grant - Designed/distributed monthly and annual reports to clients, local & federal agencies.
- Maintained all required material for 2 federal grants - Complete knowledge of regulations for federal grants within our program - All administrative duties - Assisted Senior Financial Officer in 4 yearly audits - Filled in for program manager as needed - Provided assistance with all special/publicity events - Filled in where ever & when ever needed to ensure project success.

### **Warranty Administrator (Plaza Pontiac-GMC 9/00 through 2/04)**

- Customer service - Booked warranty repair orders - Submitted all factory warranty (\$80-\$120,000 per month) & extended warranty claims - Repaired and resubmitted rejected claims both factory & extended warranty.
- Payroll - Accounting procedures, reimbursement checks, posted and cleared warranty and PDI ledgers - Employee setup - Designed and distributed daily/monthly/yearly reports for management.
- Managed warranty parts - Ordered, shipped and received parts - Installed system updates ADP & GM - Input recalls & bulletins - Department updates - Ordered supplies - Arranged monthly new car clinics - Maintained filing room - Filled in as management for parts, body shop and service departments as needed - Assisted in 5 GM audits.

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#### **EDUCATION-**

- Brady High School, Brady, Montana
- Data Entry/Word Processing, Great Falls Vocational-Technical Center, Great Falls, Montana 59405 (completed 1 ½ years of 2 year)
- J&L Warranty Pros Seminar-received GM Certification September 2002
- HAC & NeighborWorks America Annual Training Institutes 2005-2008

#### **RELATED COURSES-**

- Records Management - Personal Communications - Office Procedure - Accounting I.
- Several courses on Federal Grant Management - Construction Management - Green Building – Energy Star - Accounting for Federal Grants - Numerous other courses that were available through yearly training institutes.
- GM Common Training: Managing the Warranty Function Course# VWMP0.01D.

#### **SOFTWARE/EQUIPMENT-**

- Word – Excel – Outlook - Power Point - Microsoft Project Manager.
- Sage Accounting System – NSTEP – ADP - Warranty Wiz - GM Labor Time Guide - All Data.
- All office equipment: 10-key, fax, copy machine, multi-line phone system, etc.

**PERSONAL:** I have received many regional & internal outstanding performance awards throughout the years. My husband is active duty Air Force; we have been married 18 years and have two teenage children.

**REFERENCES AVAILABLE BY REQUEST**