

# **Kimberly Ann Anderson**

**PO Box 2773 ♦ Fallbrook, CA 92088 ♦ Mobile (760) 505-5110 ♦ E-Mail kimi@accountingandadmin.com.**

**QUALIFICATIONS:** Extensive background in management, contracts, facilities, licensing, benefits, insurance and accounting to include start-up of accounting system, year-end review for tax preparation, financial statement preparation, G/L reconciliations, bank and loan reconciliations, accounts payable and receivable management, payroll, budgeting, sales tax reporting, contracts, facilities, licensing, benefits, and insurance. Adept in overseeing extremely busy working environments, ensuring client relations and optimal utilization of available manpower and resources. Coordination with all upper management, and outside CPA and legal council.

**Computer experience includes:**

**IBM** and compatible programs: Word, Excel, PowerPoint, Quick Books Pro, Outlook, ACT, Exchange server, NT server, Knowledge Point HR software, and others.

**Macintosh** programs: Word, Excel, Persuasion, PageMaker, WordPerfect, FoxPro, and others.

**EMPLOYMENT:**

2004/Current

**AMERICAN PATIOS, INC, Fallbrook, CA**

**OWNER - Construction company.**

- Daily accounting activities including estimates, invoicing, purchases, A/P, A/R, inventory, payroll, P&L, Balance Sheet, other misc reporting and banking all using QuickBooks.
- Sales of all construction services offered.
- Coordination of sub-contractors.
- Create and manage all marketing.
- Oversee all administrative and human resource operations.
- Hiring, training and supervising of administrative staff.
- Administration of all company licensing, certifications and corporation issues, as well as all corporate contracts.
- Administer all insurance policies for corporation.
- Set up corporation & licensing for company to operate.

2001/2004

**TEL TECH PLUS, INC, Vista, CA**

**ADMINISTRATIVE DIRECTOR/HR DIRECTOR - Telecommunications company.**

- Oversee all administrative and human resource operations in extreme growth of company.
- Hiring, training and supervising of all administrative staff, including recruiting, safety, purchasing, customer service and reception.
- Administration of all company licensing, certifications and corporation issues, as well as all corporate contracts.
- Administer all insurance policies for corporation.
- Coordinate responses to RFP/RFQ's and bidding package preparation.
- Set up corporation & licensing for company to operate in different states.
- HR Director duties including benefits administration, employee record implementation, employee relations, salary management and education on the firm's core values, ethics and compliance, and overall HR policies.
- Contract negotiations for contractor labor rates.

2000/Current

**ULTIMATE RESOURCE, Escondido, CA**

**OWNER – Administrative Services Business.**

- Provided financial, administrative and organizational support for startup and existing businesses in the San Diego area.
- **Please see attached flyer**

1999/2000

**NUVASIVE, INCORPORATED, San Diego, CA**

***OFFICE MANAGER/FACILITIES COORDINATOR - Medical Device startup company.***

All daily accounting activities using QuickBooks, until such time that a Controller was hired.

- Coordinated all administration for the startup of the business.
- Responsible for all administrative staff, including hiring, training and supervising.
- Created the human resource desk and position.
- Assisted in the administration of the NT networking system and for Outlook training classes.
- Project Coordinator for entire second floor office expansion, from inception to completion.
- Responsible for all facility needs, which includes contracting all current vendors.

1998

**APPLEONE EMPLOYMENT AGENCY, San Diego, CA**

***EXECUTIVE ASSISTANT - Managed Care Corporation (United Behavioral Health, Inc.)***

- Actualized a thoroughly organized position and desk, for new Team Assistant to take over.
- Created daily production paperwork, and flow for over 30 Claims Examiners.
- Constructed and implemented intricate Examiner production tracking and reports.
- Responsible for daily office administration and operations.

1993/1997

**MOBILWORKS, INC., Corporate Office, San Diego, CA**

***EXECUTIVE ASSISTANT TO PRESIDENT & VICE PRESIDENT - Mobile Electronics chain.***

- Assisted President coordinate operations of nine local retail stores; and the expansion of eight more in the Bay Area.
- Acted as President's liaison for communications and company decisions to Corporate and Retail Store Management; also to proposed investors, business clients, and customers.
- Assisted Vice President coordinate all aspects of construction and legal matters for expansion.
- Coordinated high volume of traveling for over 100 employees. No Travel Agent used.
- Recreated my desk and position (previously inactive for over two years) for efficient operations of daily tasks, as well as, extraordinary matters.

1991/1993

**MERCER MANAGEMENT CORPORATION, San Diego, CA**

***OFFICE ADMINISTRATOR - Business Management Consulting firm***

- Coordinated production of project proposals presented to clients.
- Coordinator for new office buildout and total office relocation.
- Assisted in all aspects of office operations.
- Reorganized, cataloged and databased all research and reference material.
- Acted as liaison to corporate office for all administrative and operational matters.

1988/1990

**THE HIGHLAND GROUP, La Jolla, CA**

***Subsidiary – INTERNATIONAL RECREATION CORPORATION, La Jolla***

***EXECUTIVE ASSISTANT TO VICE PRESIDENT - Telemarketing firm***

- Directed General Managers and Administrative Assistants for six regional offices.
- Re-negotiated contracts with major hotel chains for better cost efficiency.
- Produced manuals of office policy and overall procedures for entire company.
- Researched state laws and regulations for opening new offices in various states.
- Compiled and prepared Monthly, Quarterly and Annual Corporate expense reports.

***Subsidiary – BLUE LAKE REALTY, Big Bear, CA &***

***MONTEREY PENINSULA REALTY, Monterey, CA***

***ESCROW MANAGER - Escrow Offices of Time Share Resorts***

- Established all operations of escrow office for time-share resort in Big Bear. Included hiring Escrow company agents; instituting office procedure and policy; creating physical office.
- Trained and supervised all employees of both Escrow offices.
- Solved any Title Company problems occurring in escrow closings for both offices.

***EDUCATION:***

**National University** – San Diego, CA – Associates Degree (Psychology)

**Mesa College** – San Diego, CA - Various Business Courses

**Hartnell College** – Salinas, CA – Accounting Courses



## **What is a better use of your time... launching your dream or setting up your business infrastructure?**

Starting a new venture or growing one can be overwhelming. **Ultimate Resource** provides financial, administrative and organizational support for businesses in the San Diego area.

**Ultimate Resource** can assist you with:

- Full administrative staff implementation
- Payroll
- Accounting implementation and operations
- Human Resources
- Commercial real-estate location
- All levels of construction
- Tenant-improvement management
- Space planning
- Business identity
- Business licensing
- All areas of business insurance
- Phone systems
- Office equipment and furniture
- Security
- Vendor Relations

**Ultimate Resource** services are tailored to meet the specific needs of your start-up or expanding corporate culture. We can provide you with the support and the freedom that you need so you can put your focus on growing your new business.

**Ultimate Resource** is a full-service management business with professionals who have years of experience and work with some of the top business professionals in the San Diego area. You can expect professionalism, expediency, quality and thoroughness.

**Ultimate Resource** handles the details. You get the results.

Our client list contains some of the best and brightest in the San Diego area, including medical device, internet, advertising, and biotechnology firms.

**Ultimate Resource creates the function beyond your vision.**

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