

R/J

Ruth Johnson/ Office Manager- Accounts Payable



ADDRESS

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LINKEDIN

<https://www.linkedin.com/in/ruth-johnson-05ab0860/?>

SOFTWARE

EXPERIENCE:

- Intuit QuickBooks
- Microsoft Project
- Microsoft Office Suite
- Procore Construction Management Software
- Viewpoint Estimating Software

PROJECT INVOLVEMENT

As our Office Manager Ruth will be directly responsible for ensuring all contractor registration and insurances are up to date, as well as directly overseeing the creation of all pay application prior to review by the Project Manager. She will also handle all sub-contractor and supplier payments, as well as ensure detailed and accurate project accounting records.

WORK HISTORY

2006-Current (17 years)

-Office Manager-

Accounts Receivable & Payable/Contracts/Project Communication

EDUCATION

Western Nebraska Community College
AA – Business – Accounting
2011

High School Diploma – Home Schooled - 1991

KEY SKILLS AND CHARACTERISTICS

Problem Solver
Public Speaking
Data Management
Budgeting and Finance
Risk Management and Mitigation
Strong Verbal Communication Skills
Interpersonal and Written Communication Skills

PROJECT EXPERIENCE

Involvement in all projects completed by Anderson – Shaw since beginning work in 2006