

CARLENE HATCHER

PROFESSIONAL POSITIONS

2022, Ask & Done

- Attempted to launch a remote consulting business, but lacked advertising funds.
- Completed company websites

2021, **Accounting Analyst**, AppleOne

- Improved analysis spreadsheets in **Excel**, streamlining and expanding with pivot tables and other tools.

2020-2021, Order fulfillment, customer service and assessments of products, merchandising and facilities

- Freelance via phone app, Postmates and iVueit

2018-2019

- Gearing up to return to work (updated resume, job market research, additional online training, etc.)
- Still scoring in upper **90 percentile** on skill and software tests at employment agencies
- Worked a temporary accounting position for one month

2012-2018, Full time Caregiver

2010-2011, **Data Analyst**, American Express via Kelly Services

- Multiple contact renewals, each with greater responsibility and skill utilization
- Standardized supplier data from the business units and determined readiness for migration to new system
- Developed governance reports in **Excel**.
- Trained the India team via conferencing to continue data governance after implementation

2008, **Performance Analyst**, Avi Resort (see above)

2005-2007, office clerk, proofreader and assembler

2000-2004

- **Programmer Analyst** using **Access**, Intel via CDI
- **Accounts Payable Clerk**, Intel via CDI and Kelly Services, new tool line
 - Daily overtime to keep pace with construction.
 - Given a **Certificate of Appreciation** for my work.
- **Accounting Clerk** using QuickBooks, Premiere Wood Floors
- **Business Analyst/Programmer** using Access, McKesson
- **Consulting**: Business Analysis, technology assessments, technical writing, technical support and employee training

2000-2011, Part time Caregiver

1998-2000, Admin PT while attending the university and FT after graduation, County Construction Office

1997-2000, **Consulting**: business analysis, technical writing and software development using Access

1997-1998, **Help Desk Specialist**, Coconino Community College

1996-1997, **Project Accountant**, Harmony Builders

- Configured Timberline construction software.
- Performed general accounting, reporting and payroll.

1992-1996, **Purchasing Specialist**, Coconino County Purchasing (see above)

1992-1993, **Consulting**: business analysis and software development

1990-1992

- Accounting clerk using client reporting system, American Express via Kelly Services
- Accounts Payable Clerk, Decca Construction
- Bookkeeper, Western Electric

1987-1990, **Project Controls Analyst and Assistant Project Manager**, MFC, Inc. (see above)

1986-1987, CSR, Warner Cable

1985-1986, worked several sales jobs remotely