



# Kristina Brooks

Virtual Administrative Coordinator  
Camrose, AB

780-781-6761  
kristinarbrooks@gmail.com  
www.kristinabrooks.ca

## ABOUT ME

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I am a virtual administrative coordinator with over a decade of administration experience.

I love working with small business owners, taking care of their administrative tasks to free up their time for the more pressing concerns.

Let me handle your accounts payable, accounts receivable, record keeping, email, calendar management and so much more so that you can focus on growing your business.

## SKILLS & PROFICIENCIES

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- Accounts Payable/Receivable
- Human Resources
- QuickBooks Certified

## CERTIFICATIONS

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**Human Resource Management**  
International Business Management Institute (IBMI)  
2021  
Program certificate in Human Resource Management, General Personnel Administration

**QuickBooks Online Certification**  
Intuit QuickBooks Training  
2021

## WORK HISTORY

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**Camrose Open Door Association**  
Administration - Bookkeeping, Payroll, Grant Management  
2017 to 2021  
Managed all general administrative tasks including but not limited to bookkeeping, payroll, property management, grant management, donation receipts, yearly budgeting.

**Complete Oilfield Manufacturing**  
AP/AR/HR and Safety Clerk  
2014 to 2015  
Managed bookkeeping in QuickBooks Online, Accounts Payable, Accounts Receivable, Payroll, Human Resources, and Company Benefits Program.

**Dutchmen Equipment & Rentals Inc**  
Accounts Payable/Receivable Clerk, Front Office Manager  
2010 to 2014  
Supervised front office staff, Accounts Payable, Accounts Receivable, Human Resources, Rental Agreements, Document Management, and Company Benefits Program.

## EDUCATIONAL BACKGROUND

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**International Business Management Institute (IBMI)**  
Program Diploma in Business Management  
Program Diploma in Finance Management  
2021

**University of Alberta**  
Camrose, AB  
Bachelor of Arts in History  
2007  
Graduated with Distinction