

Linda L. Larsen, Office Manager

EDUCATION USDA Graduate School - Principles of Accounting I and II,
and REA Borrower Accounting

EXPERIENCE Secretarial, bookkeeping, and office management experience including use of the Deltek Vision Financial Management System and Award software programs. Proficiency in Accounts Receivable, Accounts Payable, Payroll and General Ledger. Experienced with various computer systems including Windows 2000 and XP; as well as software including Corel, WordPerfect 8.0, Microsoft Word, Access, Excel, PowerPoint, Quicken, Quick Books and Peach Tree Accounting.

EMPLOYMENT 1994 to present - Office Manager, PMPC, Saratoga, Wyoming.
1996 to 2000 - Administrative Assistant, Upper Platte River Solid
Waste Disposal District, Saratoga, Wyoming
1993 to 2000 - Administrative Assistant, Saratoga Cemetery Board,
Saratoga, Wyoming
1993 to 1994 - Bookkeeper, Saratoga Inn & RV Resort,
Saratoga, Wyoming.
1983 to 1992 - Office Manager, Bookkeeper, Work Order Clerk,
Carbon Power & Light, Saratoga, Wyoming.
1977 to 1983 - Teller/Loan Assistant, Westland Federal S&L,
Saratoga, Wyoming.