



Amy Christensen

Qualifications Summary

Seasoned accounting and asset management professional with over 25 years of experience in real estate. Amy's unique mix of accounting skills, married with excellent interpersonal skills, makes her a desired asset to any team. Skilled at managing accounting, HR, asset management and administrative functions.

Core Expertise

GAAP Compliance • Accounting • Internal Controls • Employee Benefits Administration • Budget Analysis • Human Resource Management • Financial Analysis and Reporting • Accounting Processes and Procedures Design

Professional History

Accounting Solutions Partners	Consultant	2022 - Present
Pacific Village Condominiums	Property Manager, Accountant	2020 - Present
Trailside Homes	Assistant Controller	2020 - 2021
Osborne Construction	Senior Accountant	2019 - 2020
Independent Contractor	Accountant	2011 - 2019
Loveridge, Hunt & Co	Staff Auditor	2010 - 2011
Goodman Real Estate Services	Assistant Controller	2007 - 2009

Accomplishments

- Created processes and procedures for an aviation company after learning relevant legal structures. Filed complicated B&O tax for business. Completed all payroll for pilots and crew.
- Responsible for 401K plan and employee benefits administration.

Education / Licenses

- BA Interdisciplinary Arts and Science: Emphasis in Society, Ethics and Human Behavior, University of Washington
- Graduate and accounting coursework, Western Washington University and Central Washington University.

Software

- QuickBooks, Peachtree, Quicken, Sage 100, Yardi, Oracle, Navision
- Microsoft Excel, Word, Access & Outlook