



## Angela Rusler

### Qualifications Summary

Angela has over 20 years of experience in bookkeeping, human resources, and office management. She has developed extensive QuickBooks knowledge working with both startups and established companies across the construction, business services, and auto industries.

### Core Expertise

Accounts Payable • Accounts Receivable • Journal Entries • Bank and Credit Card Reconciliations • B&O Taxes • Sales & Use Taxes • 1099 Processing • Payroll Processing • Benefits Administration • Human Resources • Office Management • Vendor & Contract Management

### Professional History

ASP	Consultant	2022 - Current
CWO Construction, LLC	Bookkeeper	2021 - Current
Anne Curry Homes	Bookkeeper	2021 - Current
Nasim & Sons Landscaping, Inc.	Office Manager	2020 – 2020
Ground Effects Landscaping, Inc.	Office Manager	2019 – 2020
CWO Construction, LLC	Co-Owner/Controller	2007 – 2019
Mountain Mitsubishi	Human Resources Manager	2006 – 2007
Sunset Chevrolet	Accounts Payable	2004 – 2006

### Accomplishments

- Partnered in start-up construction business, setting up all accounts with state and federal agencies, establishing and maintaining financial books using QuickBooks Desktop, and processing all payroll and related taxes.
- Implemented LMN software for a landscaping company, transitioning from handwritten paperwork into digital timekeeping and job costing.

### Education / Licenses

- Bachelor of Arts, Business Administration - University of Washington, Tacoma

### Software

- QuickBooks Pro Online, QuickBooks Pro Desktop
- LMN, Reynolds & Reynolds
- ADP Payroll
- Microsoft Office Suite