

DEANNE SCHIELE

Rule Engineering, LLC ♦ 1055 Kipling Street ♦ Lakewood, CO 80215 ♦ 303-431-8500

EDUCATION

UNIVERSITY OF WISCONSIN, Milwaukee, WI.
Bachelor of Business Administration – Marketing, 1998

PROFESSIONAL EXPERIENCE

RULE ENGINEERING LLC, Lakewood, CO

Office Manager, Secretary/Treasurer

2012-present

- Manage the Underground Storage Tank Reimbursement Program for CST Brands with the State Fund Unit of the Colorado Department of Labor and Employment, Division of Oil and Public Safety.
- Formulate the application package, submit it to the state and perform all tasks towards its completion.
- Manage all facets of our drug and alcohol program through DISA. Manage our third-party safety auditor programs through ISNETworld and Avetta.
- Support all departments with the completion of reports, administrative office records, organization of files and company procedures.

RULE ENGINEERING LLC, Lakewood, CO

Administrative Assistant

2008 - 2012

- Assisted in budget control and analysis, invoicing and application for payment related to underground storage tank fund work in the State of Colorado.
- Additional responsibilities include office administration and report production.

LEONARD LEONARD & ASSOCIATES, Denver, CO

Bookkeeper

2008

- Maintained and kept records for personal, corporate, income properties, and escrow accounts using QuickBooks.
- Filed and paid monthly and quarterly payroll taxes.
- Reconciled bank statements for 8 separate accounts.

THE WEINTRAUB ORGANIZATION, Denver, CO

Collection Department Manager

2004 - 2007

- Responsible for collection process, including submittal of monthly statements, daily phone calls to outstanding accounts, resolving disputed invoices, and posting client payments.
- Submittal of lien waivers, lien releases, and purchase orders as necessary. Assisted Executive Vice President, CFO, and Project Managers with research, creating reports, and developing systems and spreadsheets as needed.

THE WEINTRAUB ORGANIZATION, Denver, CO

Accounts Payable Coordinator

2002 - 2004

- Responsible for entire accounts payable process, from obtaining approval to cutting checks.
- Maintained all AP files, along with fixed-asset and depreciation schedules, and 1099-contractor records.
- Maintained accurate records for President and Corporate Professional Engineering licenses.

DEI PROFESSIONAL SERVICES LLC, Phoenix, AZ

Accounts Payable Coordinator

2001 - 2002

- Responsible for entire accounts payable process for 3 companies.
- Maintained fixed-asset, depreciation, and Capital and Operating Lease schedules. Prepare and file Sales and Use Tax.

TRAINING AND CERTIFICATIONS

8-HR HAZWOPER, 2016

Drug & Alcohol Misuse Training for Supervisors, 2016

DISA Communicator / DER Training, 2014