

**Melissa L. Garrett**  
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**OBJECTIVE:** Obtain a challenging position that utilizes auditing, communication, and problem solving skills.

**EDUCATION:**

**Masters of Science and Accountancy** November 2010  
University of Phoenix at Denver  
Major in Auditing

**Relevant Coursework:**

*Communications for Accountants	*Auditing
*Financial Accounting	*Financial Reporting
*Accounting Theory and Research	*Internal Control Systems
*Accounting Information Systems	*Forensic Accounting
*Governmental and Not-for-Profit Accounting	*Taxation

**Bachelor of Arts** May 1998  
Metropolitan State College of Denver  
Major in Psychology; Minor in Criminology

**Associates of Applied Science in Electronics** December 1993  
Westwood College (Formerly DIT)  
Major in Electronics

**SKILL SETS:**

- Quickbooks, Microsoft Office (Excel, Word, and Powerpoint), Mindline, Accumed, Unicare, STAR
- Office electronics such as copy machine, printer, fax, ProScan scanner
- Basic-intermediate accounting knowledge including budget analysis, account receivable, accounts payable, bank reconciliation
- Basic individual tax law certification
- Applied interpersonal skills and verbal communication enhanced through 10+ years of counseling experience and maintaining rapport with taxpayers while applying appropriate tax law
- Investigative, excellent problems solving skills and ability to multi-task
- Excellent writing, editing, and research skills
- Leadership experience in group settings, directing, managing
- Team oriented but work well individually
- Ability to work with and keep confidential information and work in high stress environments

- Consistent, organized, and detailed oriented
- Scheduling
- CPR, First Aid, QMAP certification
- CPI and TCI trained, Crisis Intervention and De-escalation skills.

**VOLUNTEER WORK:** VITA for the 2010 tax season. Basic Individual Tax Certification.

**PROFESSIONAL EXPERIENCE:**

**Behavioral Security Technician** 2010-present

- Ensure safety and security of patients and surrounding area
- Monitor the mental health of clients and respond accordingly
- Ensure efficient and effective communication between team members
- Maintain client confidentiality
- Implementation of policy and procedures

**Mental Health Worker** 2010-present

- Monitor the mental health of client and respond accordingly
- Dispensing and monitoring medications
- Proper documentation of patient progress notes
- Maintain client confidentiality

**Addictions Technician** 2008-2010

- Addictions counselor for residential and detoxification centers
- Take vital statistics of clients to respond accordingly and ensure safety
- Implement policy and procedures to ensure proper documentation

**Independent Contractor / Courier** 2007-2010

- Supervision of vehicle maintenance
- Accounts payable and accounts receivable
- Budgeting, record keeping, and delivery of deposits and payroll

**Mental Health Counselor** 2000-2007

- Milieu counselor for adolescents for diagnosis and treatment of mental health and behavioral issues
- Group leader and fill in supervisor
- Auditing of charts and medications
- Unit Investigations
- Crisis intervention to maintain safety and security

**AFFILIATIONS:** American Society of Women Accountants (ASWA)  
 Association of Certified Fraud Examiners (ACFE)  
 Colorado Chapter of Certified Fraud Examiners (COCFE)

**REFERENCES:** available upon request