



# Peggy Olsen, BS

Professional Experience: 40 years ♦ HSI Experience: 15 years

---

## **Education:**

Bachelor of Science  
(Accounting), Arizona  
State University, 1997

Jackson Business  
University (Business),  
1972

Western Michigan  
University (Study of  
Secondary Education &  
Sociology), 1969-1971

Associates of Art, Jackson  
Community College, 1967-  
1969

## **Relevant Skills:**

- Accounting
- Budget
- Administrative
- Customer service
- Marketing

## **Summary**

*Business Manager*, Responsible for the administrative activities of the firm. Provides support to clients and technical staff. Coordinates and facilitates the basic office operations, project budgets, and schedules. Responsible for monthly invoices, bills, company payroll, cost accounting and subcontractors agreements and payments.

## **Technical Experience**

### **Business Manager, Accounts Payable**

Mrs. Olsen coordinates and organizes operating, capital, project and subcontract expenses.

### **Business Manager, Accounts Receivable**

Mrs. Olsen coordinates and organizes monthly client invoices including timesheets, subcontractors billing, allowances, expenses and equipment usage.

### **Business Manager, Contracts**

Mrs. Olsen provides preliminary review and comments for project and subconsultant agreements in support of legal counsel.

### **Business Manager, Dashboard**

Mrs. Olsen compiles, monitors, and presents a graphic display of periodic project and financial status.

### **Business Manager, Financial Budgets**

Mrs. Olsen creates budgets and forecasts for the company on an annual basis and presents to the principles. She also prepares company accounts for reporting requirements.

### **Business Manager, Flow Charting**

Mrs. Olsen created the flow charts used in the organization and administration of the Fountain Hills Sanitary District Aquifer Storage and Recovery Facility in Fountain Hills, Arizona, and the Orange County Water District Well Field Project in Orange County, California.

### **Business Manager, Human Resources/Benefits**

Mrs. Olsen coordinates employment opportunities, conduct interviews, and execute new hire process. She is also responsible for employee's compensation packages, benefits programs, handbook, compliance with labor regulations, and offers assistance to employees to promote a positive work environment.

### **Business Manager, IT**

Mrs. Olsen troubleshoots and provides technical support by phone and in person to the facilities staff. She coordinates the repair and maintenance of printers, monitors, scanners and hardware. She researches the most compatible software and systems on existing equipment. She also leads the Server management responsibilities and implementation tasks.

# Peggy Olsen, BS (*continued*)

---

## **Business Manager, Marketing**

Mrs. Olsen reviews and coordinates all website material and ads in hydrology magazines.

## **Business Manager, Payroll**

Mrs. Olsen performs bi-weekly payroll and reporting functions.

## **Business Manager, Purchasing**

Mrs. Olsen research, monitor and record office facility and field equipment. Liaise with bankers, insurers and solicitors regarding financial transactions.

## **Business Manager, Team Leader**

Mrs. Olsen leads and directs the Administrative Team through goals to increase HSI's proficiency and productivity.

## **Other Work Experience:**

### **Office Manager, Conroy Wholesale Florist, Phoenix, Arizona**

Mrs. Olsen was responsible for all levels of office management related to a multi-company environment. She was also responsible for accounts receivable and payroll. She assisted in establishing company policies for internal controls. She aided in the development of the employee handbook. She played an integral part in customer and employee recruitment and relations. She also developed advertising and marketing strategies for the company.

Years: 1972-1996