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<b>Abby L. Helton, BA</b>		<b>Office Manager – KY, Accounting Assistant – KY, CAD/GIS Specialist</b>	
<b>Availability:</b> Immediate <b>Email:</b> <a href="mailto:ahelton@crai-ky.com">ahelton@crai-ky.com</a>	<b>Specific Duties:</b> <ul style="list-style-type: none"> <li>• Office Manager</li> <li>• Accounting Assistant</li> <li>• CAD/GIS</li> </ul>	<b>Education and Training:</b> <ul style="list-style-type: none"> <li>• B.A. geography, University of Kentucky, Lexington, Kentucky</li> </ul>	
<b>Experience Summary Information</b>			
<b>Accounting Assistant</b> Cultural Resource Analysts, Inc. 2008 – present		<b>Geography Intern</b> <i>National Geographic</i> Washington, D.C. January 2007 – April 2007	
<p><b>Ms. Helton</b> is the Office Manager, accounting assistant and CAD operator at Cultural Resource Analysts, Inc.</p> <p>In February 2008, Ms. Helton joined Cultural Resource Analysts, Inc. after having completed her B.A. in geography at the University of Kentucky where she graduated Magna Cum Laude. She was a National Geographic “Geography Intern” in the Education and Children’s Programs Department where she assisted with a geography awareness campaign called “My Wonderful World.”</p> <p>As Accounting Assistant her responsibilities include: job costing, collecting and maintaining time sheets for five offices, updating and maintaining the Work In Progress (WIP) report on a weekly basis, entering budgets for new projects, direct and indirect costing, maintaining sick and vacation time, and performing cost analysis for projects which exceed their budgets.</p> <p>As Office Manager her responsibilities include:</p> <p><b>Additional Skills:</b></p> <ul style="list-style-type: none"> <li>• ArcView 9.0</li> <li>• Freehand 10</li> <li>• Microsoft Word, Excel, and Power Point</li> <li>• Auto CAD</li> </ul>			