



## Karen Casey

### ADMINISTRATIVE ASSISTANT

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#### CONTACT

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#### ADDRESS

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#### WEBSITE

[WWW.CNDCPA.COM](http://WWW.CNDCPA.COM)

#### PROFILE

Karen Casey, administrative assistant, joined Cole, Newton & Duran CPAs in 2016. She has more than 13 years of experience working in an administrative assistant role for a variety of organizations.

Prior to joining the firm, Karen was an administrator at Michael G. Thomas CPA, PC where she was responsible for providing clerical support and excellent client services to clients.

#### SPECIFIC EXPERIENCE

- Responsible for billing, accounts receivable, and client service among other inter-office duties
- Prepares engagement letters for new firm projects and clients
- Maintain databases and filing systems
- Responsible for incoming and outgoing correspondence