



Michelle Conquest

ADMINISTRATIVE ASSISTANT

CONTACT

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PROFILE

Michelle Conquest, administrative assistant, joined Cole, Newton & Duran CPAs in 1993. Early in her career, she worked in broadcasting then as a tax preparer for H&R Block.

SPECIFIC EXPERIENCE

- Responsible for billing, accounts receivable, and client service among other inter-office duties
- Maintain client database and filing systems
- Responsible for incoming and outgoing correspondence

EDUCATION

Emporia State University (Emporia, KS)
Bachelor of Arts in English and Library Science