



Maria Kiefer

ACCOUNT ADMINISTRATOR

CONTACT

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PROFILE

Maria Kiefer, account administrator, joined Cole, Newton & Duran CPAs in 1998. She is a key member of the firm's administrative team. Prior to joining the firm, Maria spent eight years in a similar administrative assistant role.

SPECIFIC EXPERIENCE

- Responsible for vendor management, office administration, and client service among other inter-office duties
- Account administrator and client service advocate for the firm's Executive Financial Services clients
- Maintain databases and filing systems
- Responsible for incoming and outgoing correspondence

EDUCATION

Schoolcraft College (Livonia, MI)
Associates degree in Office Administration