



LORI A. HENNESSEY

Office Manager

Lori is responsible for the financial record keeping and administrative duties within the firm. Her duties include customer reception, monthly client billing, maintaining client database, and clerical and administrative support to staff members.

Skills Summary

- **Financial** – Performs bookkeeping services and prepares monthly financial reports.
- **Database Administration** – Maintain a client database including all projects from the firm's inception. Produce various reports to support filing and other needs within the company.
- **Payroll** – Process payroll and payroll taxes. Prepares federal and state payroll reports. Prepares year end W-2's and 1099's.
- **Human Resources** – Administers company's employee benefits including medical insurance, cafeteria plan and simple plan.
- **Accounts Receivable** – Responsible for client billing and collection of accounts.

Work History

Lori has been with Trudell Consulting Engineers since March of 1996. She earned her associates degree in accounting in 1995, and has been working in the administrative/accounting field since 1987.

Professional Registrations & Affiliations

- Notary Public
- Hinesburg Recreation Board

Education

- Associates in Accounting – Community College of Vermont