



**Beth Knudsen**  
Administrative Manager

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## Education

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BA, Double Major: International Spanish for the Professions and International Affairs, University of Colorado, Boulder, CO 2000

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## Experience Summary

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Mrs. Knudsen has over 23 years of experience with Office Administration and Accounting. She has an extensive background in sales, marketing, office management, website maintenance, personnel training, and administrative support at the staff and executive levels. In addition, her experience includes budgeting, forecasting, and bookkeeping responsibilities (i.e. invoicing, accounts payable, accounts receivable, sales, and payroll taxes).

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## Employment History

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<b>CURRENT EMPLOYER</b>	<b>TIERRA GROUP INTERNATIONAL, LTD.</b>
<b>POSITION</b>	Administrative Manager
<b>YEARS</b>	2014 to Present
<b>EMPLOYER</b>	<b>AGRITECH CONSULTING</b>
<b>POSITION</b>	Business Manager
<b>YEARS</b>	2005 to 2017
<b>EMPLOYER</b>	<b>ROBERT HALF INTERNATIONAL</b>
<b>POSITION</b>	Division Director; Staffing Manager
<b>YEARS</b>	2004 to 2005
<b>EMPLOYER</b>	<b>PHILIP MORRIS USA</b>
<b>POSITION</b>	Unit Manager; Territory Sales Manager
<b>YEARS</b>	2000 to 2003
<b>EMPLOYER</b>	<b>UNIVERSITY OF COLORADO HOUSING DEPARTMENT</b>
<b>POSITION</b>	Staff Assistant for Recruitment and Training
<b>YEARS</b>	2000
<b>EMPLOYER</b>	<b>SWISS LENOX</b>
<b>POSITION</b>	Assistant Office Manager
<b>YEARS</b>	1998 to 1999
<b>EMPLOYER</b>	<b>MASTER LEASE, INC.</b>
<b>POSITION</b>	Receptionist
<b>YEARS</b>	1995 to 1997