

THERESA M. WELLBORN, SPHR

EDUCATION

B.A. Communications
University of Maine, Orono
Certified Senior Professional in Human Resources

In general, Ms. Wellborn is responsible for keeping the office running smoothly and efficiently ensuring that employees and clients are happy.

Ms. Wellborn manages the company's accounting and finance functions, including accounts payable, accounts receivable, purchasing, payroll, banking and preparation of financial statements utilizing QuickBooks. She is also responsible for all time and expense reporting and client billing using BillQuick software.

Attaining her certificate in Human Resources in 2009, she administers the human resource functions, policies and procedures, insurances, 401k and Health Savings Accounts for Mohlin & Company.

Ms. Wellborn maintains office and project documentation, scheduling, contracts, purchase orders, and general correspondence. She also assists in the development of marketing materials including brochures, website and PowerPoint presentations.

With over 20 years at Mohlin & Company, Ms. Wellborn is well versed in handling multiple priorities and contributing to a successful engineering firm.



THERESA M. WELLBORN
Office Manager

MOHLIN & COMPANY
CONSULTING ENGINEERS