

# PROFILE

## Sage Criddle

Accounts Payable/Accounts Receivable Clerk



scriddle@compasscommercial.com

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### SPECIALTIES

Detail Oriented, Accounts Payable and Receivable, Customer Service

### PROFESSIONAL EXPERIENCE

Sage plays a vital role on the accounting team at Compass Commercial, where she is responsible for the bank reconciliations of all client trust accounts, security deposit accounts, property tax accounts, and corporate credit cards. Her duties encompass accounts payable and receivable, including approving invoices, entering rental payments, and processing credit card payments. Sage is meticulous in reviewing account details to ensure accuracy and compliance, and prepares three-way tie-outs for potential auditing. She thrives in the collaborative and supportive culture of the accounting team, where her enthusiasm contributes significantly to the department's success.

Before joining Compass Commercial, Sage built a strong foundation in customer service through her role as a receptionist at The Hilton Garden Inn in Springfield, OR. This experience enhanced her communication skills and ability to manage various tasks efficiently. With her background and current responsibilities, Sage brings a passion for helping others to the team.

### COMMUNITY INVOLVEMENT & INTERESTS

Sage is actively involved with her church, The Church of Jesus Christ of Latter-day Saints in Redmond, where she volunteers for various assignments, including community event planning and missionary work. Her love of dance prompted her to become a dance instructor at Unity Dance Collective in Bend, where she teaches a variety of classes, including flexibility, jazz, hip hop, lyrical, and jazz technique, along with offering private lessons. Outside of her commitments, Sage loves to bake and spend time outdoors with her family, embracing the vibrant lifestyle that Bend has to offer.

### ACCOMPLISHMENTS & ACCOLADES

- Joined Compass Commercial — 2024

### PROFESSIONAL AFFILIATIONS

- Accredited Management Organization® (AMO®)
- Institute of Real Estate Management (IREM®)

