

Tonya Fox

Business Services

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I am seeking a steady career in a environment where I may utilize all of my skills obtained through training and schooling.

WORK EXPERIENCE

Security Officer

Universal Protection Services / Administrative Assistant at Colorado Mills Mall - Denver, CO - April 2014 to Present

Responsibilities

Patrol grounds of the facility. Secure doors at end of day, assist customers with questions or concerns. Administrative assistant duties, file, fax, copy, data entry . record data, accounts receivable. Answer multi-line phone, direct calls. Crimp insurance documents and lease agreements. attention to detail in reports.

Accomplishments

Being able to get business handled in a timely manner.

Skills Used

Data entry, surveillance, patrol on foot, attention to detail and safety. Work independently most of the time after appropriate training. Basic knowledge of administrative work.

Delivery Driver

Car Quest - Denver, CO - 2014 to Present

Responsibilities

Receive work orders, pull parts, log information, driving. Assist customers with questions and concerns.

Accomplishments

Being able to get things done as a team. Dependable, reliable.

Skills Used

customer service, attention to detail, driving safely. Time managment.

Paraprofessional

Denver Public schools - Denver, CO

I assist drivers with special needs children. Secure them properly in safety seats and harnesses. Complete appropriate paper work at end of each route. Keep an eye out for any type of suspicious behavior. Report any harmful activities around schools or bus stop areas. I provide customer service for the students and parents.

Securitas security service

Securitas - Denver, CO - February 2014 to April 2014

Responsibilities

Secure grounds. Receptionist, computer data entry, log information, customer service.

Accomplishments

Helping others.

Skills Used

Data entry, security, customer service.

para professional

Aurora public schools - Aurora, CO - March 2013 to August 2013

Assist bus drivers with loading and unloading children. Secure wheel chairs and pre school children in safety harnesses. Sweep, mop and sanitize bus. Clean windows and remove trash daily end of work day.

Para Professional

cherry creek schools transportation - Denver, CO - December 2011 to January 2013

Assist special needs children with wheel chairs and securing them in the appropriate safety seats. Clean and make sure bus is sanitized. Aware of surroundings. Making sure wheel chair lift works before each use.

Dollar thrifty Automotive

Dollar Thrifty - Denver, CO - July 2011 to December 2011

Assist customers with specific vehicle location. Inspect cars upon return and departure. Issue receipts and or coupons and discounts if required. Fuel cars and clean them out before next use. Use POS operating system to enter data for vehicles and to search for customers information.

Accounts Representative Intern / administrative

Colorado Department of Labor & Employment - Denver, CO - June 2011 to July 2011

I would assist with locating errors in grants issued. Input data into excel spreadsheets. File, Fax, Copy . Correct errors in reports. Computer data entry revise grant reports. Email. Work independently after the appropriate training. Experienced and basic knowledge of business management services.

Customer Service Representative

human services - Denver, CO - February 2008 to November 2010

Responsibilities

Assist customers with questions or paperwork. Review and set appointments. File, fax, copy, email, sort and stuff envelopes.

Accomplishments

Received training that can be used in various positions. It allowed me to work freely and gain substantial skills.

Skills Used

Customer service. Getting able to talk to people openly and give the help they were asking for. Communication, listening, attention to detail.

Administrative Assistant/Receptionist/Clerical

Denver human services - Denver, CO - March 2007 to January 2010

I would receive paper work to organize file, fax, copy or mail. I'd proof read documents making sure everything was correct and set for it to be mailed. Data entry. Mailroom.

Accomplishments

It helped me become a very motivated determined person allowing me to use what I've learned in a real business setting. Book keeping, records look up.

Skills Used

Data entry, file, fax, copy, Microsoft office suite. Error proof read reports. Mailing.

EDUCATION

ESC Business services Certification in Business services

community college of denver - Denver, CO

2009 to 2011

High School Diploma in All

Montbello High - Denver, CO

2001 to 2005

SKILLS

Packaging order puller Computer data entry, Secure grounds 10-key 45 wpm, Microsoft office word, excel, powerpoint, file ,fax, copy Access, email,spread sheets, operate wheel chair lifts, secure persons. Drive and park rentals fuel, sweep mop clean windows. POS operating systems. Clerical duties.

CERTIFICATIONS

ESC Business services

May 2011 to Present

Accounting, computer data entry, ten-key, mathematics, reading, writing