

Annika Grisham
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Arvada, CO 80004
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Home: (303) 463-4516 Mobile: (720) 771-8614 Work: (303) 454-0212

EMPLOYMENT HISTORY

Debt Collection Agent/Business Assistant II - 08/2013 –Present

Employer: Corporate Allocations Services – A wholly owned subsidiary of Katmai Government Services
12110 N Pecos St., Ste 210
Westminster, CO 80234
303-920-4725
Salary: \$21.84/hr, 40 hours/week
Supervisor: Patricia McGee-Wake, (303) 454-0131, may be contacted.

Contractor position at the US Attorney's Office. Understand and abide by Federal Debt Collections Procedures Act and the Mandatory Victims Restitution Act. Perform skip tracing to locate debtors and possible assets using Lexis Nexis, WestLaw, SENTRY, PACER, BOP, ICE, CDOC, etc. Maintain a calendar of assigned active cases. Maintain debtors' files by: making sure liens are filed for all properties, obtaining a yearly credit report, requesting financial documentation on a yearly basis or as needed, requesting a wage history from DOL, and then analyze debtors' financial situation to set up a suitable payment plan. Follow up as often as needed to assure payments are made. Examine, prepare, and process legal documents such as complaints, motions, pleadings, answers, and subpoenas. Enforce restitution payments and assist with preparing garnishments as needed. Arrange to garnish wages when needed. Set up meetings with defendants either in person or over the phone. Keep track of debtors that will end probation soon and communicate with Probation Officers and the debtors to make sure we have updated information and a payment plan in place.

Project Lead – 08/2013 –Present

Employer: Corporate Allocations Services – A wholly owned subsidiary of Katmai Government Services
12110 N Pecos St., Ste 210
Westminster, CO 80234
303-920-4725
Salary: \$21.84/hr, 40 hours/week
Supervisor: Tammi Norcutt, (303) 920-7264, may be contacted.

Supervise 5 other Corporate Allocation Services employees at the US Attorney's Office working in various departments within the US Attorney's Office. Approve annual leave requests up to 3 work days. Approve time sheets before submitting to Corporate Allocation Services. Conduct yearly performance reviews. Conduct staff meetings on a monthly basis. Set up meetings as requested by Corporate Allocations management. Forward all Accomplishment Records to management every pay period. Assist the other contractors as needed with questions/situations that arise.

Receptionist and Travel Coordinator/Business Assistant II - 08/2010 –08/2013

Employer: Corporate Allocations Services – A wholly owned subsidiary of Katmai Government Services
12110 N Pecos St., Ste 210
Westminster, CO 80234
303-920-4725

Salary: \$16.56/hr, 40 hours/week

Supervisors: Bonnie Vigil, (303) 454-0120, may be contacted
Mary Nevares (303) 454-0119, may be contacted

Receptionist: Contractor position at the US Attorney's Office. Back up receptionist on a daily basis. Answer multi-line phone system and transfer calls as requested. Greet visitors and make sure they cleared security before letting them into the premises. Book conference rooms. Receive FedEx, UPS, USPS mail and any hand delivered items and contact/forward to recipients.

Travel coordinator: Make travel arrangements within federal regulations for everyone traveling in the office (around 150 employees) using online travel system. Conduct various researches to find most suitable travel formats. Assist travelers as needed during travel. Complete travel reimbursements within federal time line and regulations. Complete local travel (within the state) reimbursements within federal regulations and time line.

Administrative Assistant/Receptionist – 06/2004- 07/2010

Employer: **Seo's National Karate**
6490 Wadsworth Blvd.
Arvada, CO 80003 United States
(303) 431-2200

Salary: \$16.00/hour, 35 hours/week

Supervisor: Matt O'Halloran, (303) 431-2200, may be contacted

Head receptionist for 3 martial arts schools in the Denver area. Answer phones and greet visitors and students. In charge of most administrative work such as: Keep track of students' accounts and late or missed payments. Contact students whose accounts were delinquent and work out a payment plan that would keep students at the school. Send out letters to current students offering pay-off options for their monthly programs. In charge of receiving and keeping track of payments for events and regular payments for the monthly programs. Do the daily Point of Sale entering and close out. In charge of petty cash and general purchases for retail sales and office supplies. Send out letters to prospective students and current students regarding upcoming events. Create monthly calendars for events. Set up appointments for financial events such as a prospective student enrolling or current students upgrading their programs. Increased retail sales by 5-15% each year. Coordinate large events and make reservations for venues and rental equipment.

EDUCATION

Gullmarsplan Vuxen Gymnasium, Stockholm, Sweden
Higher Secondary School Certificate
12/1991

Orange Coast College, Costa Mesa, CA
Associate Degree of Liberal Arts
05/1994

Front Range Community College, Westminster, CO
Early Childcare Education classes – 19 Semester hours
2003-2004

Martial Arts
Obtained 1st Degree Black Belt in April 2007
2003-2009

Notary Public
11/2013

REFERENCES

Mary Nevares (Budget Officer at US Attorney's Office, Denver, CO)
(303) 454-0119

Bonnie Vigil (Supervisor, Administrative Services Specialist at US Attorney's Office, Denver, CO)
(303) 454-0120

Linda Blan (Former Receptionist at US Attorney's Office, Denver, CO)
(303) 549-8024

Dorian Hillegas (Former receptionist at Seo's National Karate)
(720) 201-7872

Emily Forsberg (Personal friend)
(972) 414-1172