

Pamela Wildman
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SUMMARY

Resourceful and proven Administrative Assistant with experience in administrative support, receptionist duties, data entry of weekly deposits and payroll processing, coaching and customer service. Strong organizational skills with good follow through and resourceful ability to solve problems. Excels in cultivating relationships, providing exceptional customer support and a team player.

EXPERIENCE

EOG Resources, Inc, Denver CO

1/14-present

Receptionist/Administrative Secretary

- Responsible for any clerical help needed with special projects
- Answering incoming calls for 300 plus employees
- Handling all delivery personnel
- Ordering Office Supplies
- Scheduling of conference rooms
- Assisting with setup for luncheons or office related events

Adams County Sheriff's Department, Brighton, CO

11/13-present

Administration Work/Temp Pool

- Responsible for any clerical help needed with special projects
- Covering for employees who are on vacation

USA Volleyball Rocky Mountain Region

10/11-present

Volleyball Coach

- Volleyball Coach with Ballistics Volleyball 2013 to present
- Volleyball Coach with Colorado Rize 2011 to 2013

Impact Sports Performance/Broomfield, CO

7/10-5/12

Office Manager and Volleyball Skills Instructor

- Responsible for answering phone calls and e-mail correspondence

- Provided clerical and administrative support, including filing, data entry, bill collecting and placed orders for the office as well as the pro shop
- Explained and sold training packages
- Updated website with current information
- Provided volleyball lessons and team training
- Organized volleyball camps and coaches clinic

**Adams County School District 14/The Academy/Westminster, CO
08/03–08/08**

Varsity & Junior Varsity High School Volleyball Coach

- Responsible for hiring and overseeing the Jr. High and High School volleyball programs
- Organized and conducted volleyball camps, tournaments, open gyms and tryouts
- As Head Volleyball Coach the team took first place at the Gold Crown Tournament for the Bronze division in 2006 and were District Champs in 2007
- Awarded Coach of the month in October 2007 and was featured in the Mile High Sports Magazine
- Awarded Coach of the Year 2007

**Emmanuel Community Church/Denver, CO
3/99–6/05**

Secretary

- Responsible for weekly deposits
- Record keeping and filling
- Processed payroll

Safeway/Denver, CO

9/95 – 11/04

Best In Class Auditor

Market Research/Secret Shopper/Office Help

- In charge of weekly and daily audits for various departments and stores, including presentation, cleanliness and pricing issues
- Wrote quarterly schedules and maintained a tracking system of audits for all Denver auditors
- Provided excellent customer service to customers
- Conducted phone interviews and scheduled training
- Record keeping

Adams County School District 14 /Commerce City, CO

8/96–12/98 Health Clerk/Media Specialist

- Maintained student health records and inventory of equipment
- Performed first aid duties

- Provided circulation of resource materials and maintenance for audiovisual equipment
- Processed and shelved new print and non-print materials

Honors, Awards, Citations, Publications:

Coach of the Year 2007 District 7 Denver, CO

Coach of the Month 2007/Featured in the Mile High Sports Magazine

Woman of the Year 1988/Colorado – Selection based on professional and civic achievement

Honorable Mention All Conference in Basketball 1980/Colorado –Ranked eighth in scoring derby averaging over 18 points per game

Athlete of the Year 1977/Colorado

Education and Training:

Adams State College
General Education Classes, 1982

University of Southern Colorado
Bachelor of Science in Business Administration, 1986