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Centennial, CO. 80015

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Sandra Thornton

Objective: Dedicated and focused Administrative Assistant who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals. Seeking a role of increased responsibility and authority.

Experience : Golden West Homes Perris,CA.

Position: Administrative Assistant

Dates From: 11/21/1994-09/27/2013

Experience : In the beginning years of my career with Golden West Homes, I started as the well rounded Receptionist. I managed the reception area in a neat and organized fashion, welcomed our visitors in person along with answering a multi-line switchboard in a professional but friendly manner, I was very well known for “ voice recognition.” A year later, payroll was added to my many other duties, I made sure each and every employees time was entered correctly, manually keyed in any corrections, sick time and or holiday time. Ran final weekly time report and verified all was correct, was then forwarded to our Corporate office for payroll to be completed. My job also consisted of opening and dispersing incoming mail to correct recipients throughout the office, made copies of all new orders, sent faxes, and handled incoming and outgoing correspondence. Each home order required a new file, a homeowner warranty package along with new home keys. After about 5 years of running the front desk, I was then promoted to “ Sales Secretary” in which consisted of many hats ranging from but not limited to; handling all completion of Compliance Certificates of each home ordered, organizing all dealer files, developing spreadsheets, faxing reports and scanning documents. Created weekly and monthly reports, processed all banking transactions, continued to remain back up and trainer for Receptionist as needed. Retrieved bank approvals and verified

Escrows on all new home orders, collected payment when home was completed. Processed invoices, Manufacture Certificate of Origins along with dispatch of transporters upon completion of homes. I worked closely with our Purchasing department in matching daily invoices with packing slips, I then would key in invoice batches into our IGPS system for Corporate to process payment. This job was very rewarding with achieving my computer experience and knowledge in becoming very proficient in Microsoft Excel, Word and Outlook.

Highlights:

- ◆ Time management
- ◆ Strong Customer Relations Skills
- ◆ AS/400, AR/AP
- ◆ Computer Proficiency
- ◆ Dedicated Team Player
- ◆ Self-directed
- ◆ Excellent Organizational Skills

Education: 1976-1980 Ocean View High School Huntington Beach,
CA.
Diploma

References: Upon request