



Yazzmine Crisp

720-290-1595 yazzminecrisp@gmail.com

Experience

ADMINISTRATIVE ASSISTANT , SPEC7-90, DENVER, CO – 2013- PRESENT

- Effectively entered payroll for around 100 employees on excel spreadsheet daily.
- Entered bided jobs for sales reps daily
- Job costed to all job as long with filing finished work orders
- Ran credit card payments for builders
- Sent out invoices to all builders
- Answer phones transfer calls as well as took messages.

ADMINISTRATIVE ASSISTANT, R&R SERVICES OF COLORADO, DENVER,CO – 2010-2013

- Efficiently assisted with Medicaid, Medicaid disability, SSI, Immigration, accounting and Billing
- Data entry, Filing, Spreadsheets and reports
- Multi-tasked between Applications and assisting clients over phone

Education

Aveda Insitute Denver – 2011-2013

Skills

Office skills: Telephone & front desk reception, customer service, filing, database and records management, executive & administrative support, reports and spreadsheets, complaint handling, and data entry and sales

Computer skills: Word, Excel, Power point, Access, Outlook

References

Upon Request