

Kimberly Gundel

13646 Plaster Circle
Broomfield, CO 80023
(720)375-5614
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August 20, 2014

I was very pleased to discover that you are hiring for the position of Administrative Assistant/Background Screening/Criminal Researcher. As someone who has a demonstrated history of retaining confidentiality, I am very excited about this opportunity.

A few of my most notable qualifications for this position include:

- I have a generalized working knowledge of office Procedures.
- I am effective at communicating and working in all business relationships, these attributes provide me with the ability to have positive working experiences in groups.
- I have thorough knowledge of MS Office software applications, including Word and Excel.
- I have attention to detail and the ability to do thorough research.

Enclosed is a copy of my resume. I look forward to further discussing my qualifications with you in the near future. Thank you for your time and positive consideration.

Sincerely,

Kimberly Gundel

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Skills:

- Clerical/Secretarial Skills
- Microsoft Excel, PowerPoint, Word
- Photoshop (familiar with)
- Research Skills
- Multitasking
- Organizing
- Problem Solving
- Team Work

Work Experience:

Avamere Transitional Care and Rehab, *Activities Assistant PRN*
Northglenn, Colorado

- Assist my department manager and fellow associates with resident activities.
- Provide and prepare activities for residents to engage in.
- Stay on schedule with activities.

Urban Lending Solutions, *Document Processor*
Broomfield, Colorado

May 2013-September 2013

- Insured that all paperwork was signed, watermarked and consisted of all the correct pages.
- Organized client loans and information.
- Scanned mail to be reviewed by Bank of America.

Home Depot, *Service Desk Associate/Paint Associate*
Broomfield, Colorado

May 2011-May 2013

- Assisted my department manager and fellow associates with customer issues.
- Called customers daily to inform them when their special orders are in.
- Returned and sold merchandise using the special order computer system.
- Assisted in achieving sales goals.
- Provided fast and friendly customer service.
- Suggested and inform customers of products.

Forever 21, *Sales Associate/Visual Merchandiser*
Westminster, Colorado

November 2009-May 2011

- Adhered to company standards when helping to create displays and wall-builds.
- Implemented "shop" updates by arranging clothing and other merchandise to resemble F21's Vision.
- Dressed and styled mannequins, early every Thursday morning, before the store opened.
- Provided fast and friendly customer service by being energetic while helping to achieve hourly and daily sales goals.

TRH Interior Design, *Intern*
Boulder, Colorado

January 2009-April 2009

- Performed various clerical assignments such as making copies, filing, running errands and mailing important packages to clients.
- Contacted vendors and representatives to order fabric memos and hardware for projects.
- Collaborated with designers to assemble presentation boards.
- Updated spec books by adding most recent drawings.

Rocky Mountain College of Art + Design
(RMCAD), *Resource Librarian*
Lakewood, Colorado

July 2008-April 2009

- Organized the structure of the school's interior design resource library using the Construction Specification Institute's (CSI) Master Format.
- Selected and ordered products while working with manufacturer's representatives.
- Maintained library by correctly filing surface materials, fabric, spec books and binders.

Famous Footwear, *Sales Associate*
Thornton, Colorado

January 2003-July 2008

- Cashiered and updated customer information.
- Assisted in achieving sales goals.
- Suggested and informed customers of products.

Education:

Rocky Mountain College of Art + Design (RMCAD), Lakewood, Colorado
Bachelor of Fine Arts in Interior Design: Green Design Specialization
(CIDA accredited) April 2009