

REBECCA MARTINEZ
1437 3rd street, Fort Lupton CO
Becca424_rm@live.com
720-297-3393

OBJECTIVE

Seeking a position in an administrative office environment where I can utilize my attention to detail, organizational skills, multi tasking ability and knowledge of typical office procedures. I am a motivated self-starter with a positive attitude and a strong desire to learn and thrive within an organization.

STRENGTHS

- Acute knowledge and understanding of patient confidentiality and HIPAA Law
- Strong knowledge of performing clerical and administrative duties in a Microsoft Office environment
- Detail oriented
- Customer service oriented
- Proficiency in supplies management and inventory control
- Exceptional knowledge in provisioning and reporting
- Ability to thrive within fast paced high volume work environments
- Ability to work in a team or autonomously
- Bilingual: English and Spanish

EDUCATION

- Everest College- Thornton CO, 2008 – 2010
Major: Criminal Justice
- Fort Lupton High School CO, 2007

RELATED SKILLS

- Certified Personal Home Health Care Provider
- Marketing and Promotion
- Social Media Promotion
- Customer Service
- Microsoft Suite
- Inventory Management
- Telephone Reception
- Scheduling
- Coordination

EXPERIENCE

(Nov 2012-December 2012) Personal Home Health Care Provider - Independence At Home Inc.
1340 Carr St, Lakewood CO, 80214 303-421-2648

- I completed chores, shopping and daily patient routines.
- I followed strict patient diet and allergy restrictions and meal preparations.

- Kept detailed history of health records, while maintaining confidentiality of other patients.

(September 2010-September 2012) Bartender - Waitress, Promoter – Platinum 84
8485 Umatilla St, Denver CO, 80201 720-540-9333

- Bookkeeping and record keeping.
- Marketing and promoting of events.
- Customer service and inventory.
- Maintained bar appearance while greeting and seating customers; also expedited orders.

(June 2013- November 2013) Administrative Audit Associate – Consova Corporation
1667 Cole Boulevard, Lakewood CO. 80401 303-565-5123

- Inspected and reviewed confidential and sensitive documents.
- Followed strict guidelines and protocol to ensure security for all client information and data.
- Reported any discrepancies in client documentation.
- Explained dependent regulations to client employees and spouses following HIPPA guidelines.
- Examined incoming documents for processing via fax and email.
- Professionally answered inbound and outbound inquires with a positive attitude during high call volumes.

(March 2014- January 2015) Property Manager- Keller Williams, The Duncan Team LLC.
901 Auraria Parkway, Suite 301 Denver CO. 80204 720-250-7466

- Responsible for having a thorough understanding of application criteria, lease paperwork, rent collection, and move-in/move-out procedures and be able to explain these items to existing and prospective tenants.
- Reviewed applications prior to submitting to the landlord or homeowner for approval; created and typed all necessary lease paperwork and inspected rentals prior to move-in; Typed and mailed denial letters to unapproved applicants; Ensured lease file checklists are completed in full.
- Collected and stored all deposits, fees and rents according to company policies and procedures.
- Performed bookkeeping procedures such as posting rents, traffic, service requests, move-ins and move-outs in accounting system, as well as processing invoices for payment.
- Monitored and pursued delinquent rents, inspected rentals, posted payment demands, and processed files for eviction.
- Prepared and submitted all administrative forms, files and reports in an accurate, organized, and punctual manner.
- Maintained contact with business and locator services, as well as performed outside marketing visits.
- Responded to all tenant and landlord requests and concerns in an efficient and courteous manner.
- Maintained a positive attitude, professional appearance at all times.

References:

Brittany Ryan

- Transactions coordinator, Realtor
- 602-524-8407

Melissa Hectcher

- Lead Buyer Agent, Mentor
- 720-250-7466

Linda Gallegos

- Mentor
- 303-506-3997