

PROFESSIONAL PROFILE

Highly motivated and a high contributor to the success of the team and the organization. Experienced in many facets of document control, with the ability to quality check to ensure accuracy and continuity of processes. Committed to excellence and striving to attain greater levels of competencies.

- Meeting Daily Deadlines
- TRP/CRT Operations
- Microsoft Office Proficiency
- Documentation control
- Strong Database skill
- Oracle 11i AP/AR System Administration
- File and Case Administration
- Employee Team Development
- File and Record Maintenance
- Strong 10 Key and Data Entry skills

PROFESSIONAL EXPERIENCE

SERVICESOURCE, Aurora, CO

2008-2014

General Clerk

Provide support to the Project Manager and employees on all document control issues.

- Consistently provided in-depth subject matter expertise of document control.
- Document scanning.
- Quality control of document data.
- Research of document data.
- Data Management.
- Receive and resolve incoming records.
- Inventory and distribution of files for processing.

KOHL'S, Aurora, CO

2001-2005

Associate

Provide support and organization for both sales floor and warehouse.

- Customer service-assisting customers in locating or exchanging items purchased.

FIRST DATA CORPORATION, Englewood, CO

1990-1997

Associate IV

Worked in all facets of cash including customer service and cash balancing.

- Corrected cash balancing errors through accounting and financial analysis.
- Assisted management in satisfying bankers and customers requesting money order refunds.
- Balancing Clerk; corrected scanned and input money orders sales data in processing system.
- Detected and corrected all out of balance conditions
- Handled customer requests for money order refunds
- Verified fund amounts as balance against the Batch Log
- Maintained quality, productivity and development to meet and exceed the department requirements

References and Education Available upon request