

Linda Handman

6069 Routt St. Arvada, CO 80004
720-323-3930 lindy022@gmail.com

Work Experience – My entire work history has been helping people in various sales, customer service/office administration positions. I have worked in the Internet, banking and real estate industries. I have extensive administrative expertise; I'm very comfortable on the phone, having worked in one of the largest call centers in the state. I also served as office manager for an Internet Company.

I like meeting new people, I work great under pressure and I'm very competent in all computer areas, especially Microsoft Word, Excel and Access.

Active Web Solutions - 303.482.1403

Office Manager - 1995-2015

- Internet Company specializing in websites, ecommerce, video and print media.

As office manager my duties included; answering phones, scheduling appointments, bookkeeping, order fulfillment, generating new accounts, customer relations, etc.

I have extensive knowledge in Microsoft office tools – Word, Access, and Excel 2010.

I have complete projects in Adobe Photoshop CS4, InDesign, After Effects and Illustrator.

I am more efficient using Quick Books Pro accounting software.

I am PC based and feel I could solve basic computer problems. I have edited countless graphics for the web. I can main domain names, set-up email accounts, research online.

Apple One Staffing Agency - 303.987.3900

May 2013 - 2014

J Kent Staffing Agency - 303.777.7734

June 2013 - 2014

- I have worked with 2 temporary agencies. One of their clients; the Neptune Society requested my services when a second assignment came up.

United Parcel Service (UPS) - Customer Service – 1991 - 1995

- Worked in this very fast paced call center for several years. Duties included helping customers with their various needs (problems), and ensuring quality customer service. This position definitely required being a team player, as UPS has a strict guidelines of how each job is performed. I was also the assistant to the Manager for Data Processing (part-time) prior to moving to Customer Service (full-time). Telephone, computer and 10 key by touch skills were required.

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Century 21 Real Estate - Realtor 1985-1990

- Obtained my real estate license and held it for several years. Worked for two offices, one in North Denver, the other in Green Mountain (both have since closed). Being self-employed you need the ability to be self-motivated, generate your own leads, self-directed, etc.

Commercial Federal Bank - Customer Service/Bank Teller - 1980-1985

- Started as a bank teller, eventually was made temporary branch manager at one of their locations. This position required helping people with their banking needs. Procedures had to be strictly followed. All areas of banking skills. Teller, Opening new accounts, attended various industry classes. I received an award for "Best Customer Service Provider".

Education

Current

- Shao-lin Kung Fu & Tai Chi School since 1989. 2015 mark 25 years of studying and learning new material, I'm currently a 5th Degree Associate Master, I also have a black belt in Tae Kwan Do.
- Teach fused glass classes since 2010. Teach at various galleries throughout Denver, beginning and advanced art glass class.

Past

- Denver Interior Design Institute - 2 years
- Metropolitan State College of Denver - various business classes (1 year)
- Alameda High School, Lakewood, CO
- Real Estate License
- Various banking classes

Additional

- I have strong background in various computers programs, for those I am unfamiliar with, I am confident that I could learn the systems quickly and efficiently.
- I'm great at multi-tasking, a fast worker, and do not require someone having to look over my shoulder.
- My strongest skill is my communications skills, I'm very polite and friendly to all customers.
- I have worked in the banking industry (bank has been renamed three times, so I didn't list it as a verifiable reference), which required exceptional written and verbal skills. Attention to detail was of the upmost importance.

Note

- I type approximately 65 wpm.
- I would be available immediately if considered, and am available for part employment. I always have a positive attitude. I understand the dynamics and nuances of working in a fast pace, professional environment. Salary requirements \$15 per hour, though the right hours are very important.

Business References

David Soard – Owner, Shao-lin Kung Fu & Tai Chi

720-217-2111 – cell/303-455-4088 – school 5-9pm

7174 Washington St.

Denver, CO 80229

I have been maintaining their website, ecommerce, monthly newsletter, streaming videos since 2000.

Russell Lester – Owner Russell Lester CPA

Phone 303-420-6789

9101 Harlan St. Suite 105

Westminster, CO 80030

Website client since 2008.

Larry & Carol Broere – Owners, Grace Fine Art Gallery

Phone 303-795-7467

877 Santa Fe Dr.

Denver, CO 80204

Photo Shop – Designing and creating banners and artwork for business, website graphics, Quick Books Pro - monthly accounting and year end entry.

Business client since 2014.

Personal

Laurie Bartee

LAMB Productions

303-517-3087

Cindy Bogart

303-507-4557