

ALICE JEFRE STELZER 307.413.7305 | alicejstelzer@gmail.com

WORK HISTORY

April 2024 to Current

Office Manager & Insurance Estimator

[Colorado Family Roofing- Loveland, CO](#)

Full time office manager and insurance estimator for a small roofing company based in Loveland, CO. Office management duties are general duties, such as cleaning, filing, general client communication and phone answering, ordering supplies and maintaining a welcoming office environment. Insurance estimator duties include the building and submission of estimates using Xactimate, follow up on supplement status, negotiation of the insurance's approved scope of work and claim payout, maintaining a log of follow up notes and other related tasks that may arise during supplementing. Other duties include maintaining a log of permitting instructions, staying up to date on local code requirements, renewal of all licenses, submitting permit applications and follow up on issuance of permits, scheduling final inspections, creation of all completion documentation as well as the creation and submitting of all deposits and final invoices.

September 2021 to April 2024

Office Assistant

[Monarch Sales Company- Sioux Falls, SD](#)

Full time administrative assistant for a promotional products company. Daily duties included filing, answering phones and directing calls, order entry and general accounting. General accounting tasks included accounts receivable, billing of clients, tracking credit card transactions and follow up on outstanding receivables and payables. Other duties included folding and packaging of merchandise, light cleaning, management of sample inventory, ordering products and tracking outstanding product orders.

October 2019 to March 2021

Office and Production Assistant

[Blue Frog Roofing Limited- Berthoud, CO](#)

Full time administrative assistant for a small roofing company. Duties included general office tasks in addition to ordering and scheduling roof replacements or repairs, applying for permits, and staying up to date on the latest roofing technology.

September 2014 to August 2019

Office Manager/Administrative Assistant

[Jackson Hole Contracting, Inc- Jackson, WY](#)

Full-time management of custom home building business. Roles include assistant project management, project budgeting, marketing (print and social media), web design and maintenance, AP/AR management, billing, payroll preparation, HR duties and IT support.

September 2012 to September 2014 & October 2008 to August 2010

Multiple Positions

[Boot Barn INC- Jackson, WY & Laramie, WY](#)

Sales Associate: Full and part time sales at large commercial retail chain. Duties required included assisting customers in finding the products they wanted, operation of the cash register and POS system, general cleaning and closing duties.

Third Key: Same duties as above along with the added responsibility of cash balancing, opening and closing of store, basic employee management and processing returns.

Inventory Control Specialist: Full time shipping and receiving position that included loss prevention and inventory processing as well as store ordering and supply stocking.

Assistant Manager and Interim Manager: All the above roles as well as daily reporting, management of 10 person staff, scheduling, assignment of projects, training of new employees and procedures, enforcement of company policies and sales expectations, preparation of payroll and other general management duties.

March 2012 to September 2012

Administrative Assistant

[Aspen Management INC- Wilson, WY](#)

Full time, seasonal position at an HOA owned property management company. Responsibilities included general office work, creation and maintenance of the homeowner database, handling of homeowner complaints, scheduling of maintenance crew and projects, obtaining bids for projects, AP/AR, and billing.

SKILLS & QUALIFICATIONS

- Proficient in Microsoft Office and Google Workspace
- Proficient with computers and programs
- Ability to quickly learn new programs
- Cash counting and balancing skills
- Communication skills, both verbal and written
- Completed a course in QuickBooks via Real World Training
- Website building, social media posting, advertisement design.
- Familiarity with insurance processes
- Experienced in the use of Xactimate

REFERENCES

Brandi Babin

Professional and Personal

970.620.0167

Nanci Steveson

Professional and Personal

301.646.4301

Jordan Boston

Personal

720.788.0727