

Ambery Damiana

Administrative Assistant - Culinary Software Systems

Firestone, CO 80520

bambery101@gmail.com - 7202064806

Authorized to work in the US for any employer

WORK EXPERIENCE

Administrative Assistant

Culinary Software Systems - 2016-01 - 2017-07

Answering all incoming calls, checking emails, working with January 2016-Present vendors, advertisers, coordination of countrywide Administrative Assistant tradeshows, accounts payable, end of day processing, office supply ordering, inventory, website testing, graphic designing, faxing, scanning, time sheet tracking, working with bookkeepers, etc.

Administrative Assistant/ Receptionist

Office Team - 2015-07 - 2016-01

Helping where I could while looking for a career to jump
July 2015 - January 2016 & January 2004- into. Answering phones, inventory, working with vendors, December 2004 mailroom, email correspondence any task that is set before Administrative Assistant/ Receptionist me!

Receptionist/ Cashier

Rocky Mountain Kawasaki - 2012-03 - 2014-08

Answering phones, scanning, mailing documents, inventory,
March 2012 - August 2014 & February 2007- customer service, cash handling, end of day closing, working November 2007 with sales, service and other departments to insure quality Receptionist/ Cashier customer service!

EDUCATION

Associates in Accounting

Front Range Community College
2014-08 - Present

GED

Front Range Community College
2011-06

SKILLS

INVENTORY, RECEPTIONIST, CUSTOMER SERVICE, RETAIL SALES, ACCOUNTS PAYABLE

ADDITIONAL INFORMATION

Skills

Computer Skills including Excel and Word, appointment setting, scheduling for team members and customers, Negotiation Skills, Vendor Management, Accounts Payable, Inventory Management/ Shipping, receiving, Office supply ordering, Customer Service Skills/ Phones & correspondence, Accounts Payable, Marketing etc..