

Angelica Gonzales

Office Manager

Fort Lupton, CO 80621

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+1 720 453 3011

Objective:

To obtain a challenging position that will provide the opportunity to be innovative and allows me to utilize my organizational and customer skills. I am searching for a strong company which provides advancement opportunities so I can plant my roots and grow.

Highlights of Qualification:

Bilingual English/Spanish

Notary Public

Q1 Culture Award

Property, Casualty, Life & Health License

Recruiting Account Manager

NetSuite

E-verify

Homes Sales

Application processing & translation

MS Excel

Word

Outlook,

Typing 55 wpm

Excellent Phone Skills

AR/AP/GL

Supply Chain knowledge/QA/Shipping/Receiving/Tracking

Angelica Gonzales

460 Pacific Avenue

Fort Lupton, CO 80621

Gonzales_a@aol.com

720-453-3011

Authorized to work in the US for any employer

Work Experience

Office Coordinator

June 2023 to Present

Sun Communities, Inc. - Fort Lupton, CO

Notary Public

Warranty

Document Management

Show homes / Loan Applications / Interpreter

Construction contractor assistant

Invoicing / Some NetSuite

Vendor Screening

SharePoint

Office Administrator –Layoff

June 2021 to June 2023

St. Vrain Dovetail Drawer & Door - Longmont, CO

Order processing

Manual order entry

Email communications

Order confirmations

Production label scheduling

Product sales

Open and close office

HR Assistant – Layoff

September 2018 to June 2021

Golden Aluminum - Fort Lupton, CO

Drug screening

E-Verify

Applications

Interviews

New Employee Orientation

Open Enrollment Benefits Assistant

Translation

Payroll

Contractor Screening

Safety Volunteer

Vendor coordinator

Licensed Insurance Producer

August 2014 to August 2019

State Farm All State - Colorado

Insurance Sales

Customer relations

System Application

Open and close office

Cold calling

Verifications

Education – High School Diploma Fort Lupton High School

