

Bailey Degiorgio

Aurora, CO 80012

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3038881811

A self motivated individual with excellent communication, organizational, and time management abilities. A quick learner who is able to acquire new skills and ideas easily. Seeking to apply my detail oriented talents and adaptable personality to fulfill the company's needs.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Front Desk Receptionist

Willows Learning Center - Centennial, CO

May 2016 to December 2018

Secretary/Admin

- Served as central point of contact for all employees, supervisors and clients
- Promptly responded to inquiries from staff and clients via phone, e-mail and fax
- Prepared and organized paperwork as needed for successful day to day operations
- Managed expenses and employee payroll
- Proficient in Excel, Word, Google Docs
- Purchased and maintained office supply inventories

Education

High school or equivalent

Columbine High School - Denver, CO

Skills

Proficient in Excel, Word, Google docs (2 years), Scheduling, Receptionist, Microsoft Word, Microsoft, Filing, Data Entry, Customer Service Skills, Microsoft Office, Management, Clerical, Inventory, Word, Administrative Assistant, Microsoft Excel

Assessments

Administrative Assistant — Proficient

October 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [https://share.indeedassessments.com/](https://share.indeedassessments.com/share_to_profile/800b49fd73986b948319b4d403197bc6eed53dc074545cb7)

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Customer Focus & Orientation — Highly Proficient

October 2019

Responding to customer situations with sensitivity.

Full results: https://share.indeedassessments.com/share_to_profile/f2ad512e7ba708b010ad2806b934d2c1eed53dc074545cb7

Scheduling — Highly Proficient

October 2019

Cross-referencing agendas and itineraries to avoid scheduling conflicts.

Full results: https://share.indeedassessments.com/share_to_profile/8be764c371be5c38fe26cff17ff76abceed53dc074545cb7

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