

Banesa Iliana Montes

An administrative professional recognized for taking leadership role in support of top management. Uses technical and interpersonal skills to enhance organizational efficiencies and operations, and very proficient in the Spanish language.

Longmont, CO

banesailianagarcia7_huv@indeedemail.com

+1 720 698 1070

What can I say I'm a jack of all trades and an eager outgoing individual with the drive to succeed in anything I put my mind too. I'm a Colorado native with a family of 4 beautiful children, whom I've raised to be excellent role models as I was to them. I currently am employed with a job I absolutely love doing but I am looking for a new full time opportunity. I'm a quick learner and I'm not afraid to get my hands dirty. My goal is to be the best at everything I put my mind too. I can be a great asset to any company as I put in 100% of my commitment.

Authorized to work in the US for any employer

Work Experience

Office Manager

Advance Services, Inc. - Greeley, CO

October 2017 to Present

Recruiting, dispatch, sales, payroll, employee orientation, employee training, hire & fire, drug screening, applicant screening and all other office duties

Accounts Payable/Receivable , Data Entry

Lineage Logistics - Greeley, CO

October 2015 to October 2017

Prepare export documents that travel internationally, billing, data entry, dispatch, MS Word, Excel, filing, scheduling, all other office duties, multi-line phone answering.

Customer Service Representative, Inbound Call Center

Afni - Greeley, CO

December 2013 to October 2014

Provided customer service and technical support for Verizon wireless customers, assisted with payments and account changes.

Lead Server/Trainer

Lucky Fins - Greeley, CO

November 2011 to November 2013

Trainer/Lead Server

Server/Hostess

Eaton Country Club - Eaton, CO

April 2008 to November 2011

Server, bartender, hostess.

LeadServer/Bartender/Shift Supervisor

Bayou Steak House

October 2006 to April 2008

I was the lead server, 2nd Shift Supervisor and also bartended.

Branch Manager

itsquest, Inc. Staffing - Greeley, CO

January 2004 to December 2006

Recruitment, dispatch, data entry, management, payroll, conducted weekly orientations, drug screens, pre employment, sales.. and all other office duties.

Administrative Assistant/Data Entry Specialist

North Colorado Medical Center - Greeley, CO

June 2002 to April 2005

Nutrition Clerk, data entry..

Education

Associates in Medical Assisting

IBMC College - Greeley, CO

2011 to 2012

High School Diploma

Jefferson High School - Greeley, CO

Skills

- Clerical (10+ years)
- Dispatch (10+ years)
- Billing (10+ years)
- Management (10+ years)
- Customer Service (10+ years)
- Payroll (10+ years)
- Sales (8 years)
- Production (10+ years)
- Data Entry (10+ years)
- Server (10+ years)
- Bilingual (10+ years)
- Quickbooks
- Accounts Receivable
- Marketing
- Scheduling

- Accounts Payable
- Word
- Office Management
- Bookkeeping
- Accounting
- Outlook
- Human Resources
- Receptionist
- Typing
- Workers' Compensation
- Microsoft Excel
- General Ledger Accounting
- Microsoft Powerpoint
- Employee Orientation
- Event Planning
- Financial Report Writing
- Warehouse experience (10+ years)

Certifications and Licenses

Driver's License

Food Handler

Additional Information

Manufacturing