

BARBARA ST. JOHN

Ayrey4483@aol.com

303-816-2561

I am seeking a challenging part time position in an environment where my training and experience can be utilized by a progressive organization offering opportunities for career development and advancement.

SUMMARY OF SKILLS AND PERSONAL STRENGTHS

Personable/courteous

Detailed-oriented

Excellent written and verbal communication skills.

Comprehend quickly

SUNRISE SENIOR LIVING ~ Lead Concierge 09/2015 – Present

- Assist and Monitor, Assisted Living and Alzheimer's Residents
- Manage Front Desk...Phones, greeting visitors, following security procedures for Residents
- Scheduling all Events (Holiday Parties, Family Parties)
- Maintaining the Bistro set up (coffee, snacks, etc)
- Supervise, Train and Schedule a team of 3 Concierges Team Members
- Administrative Assistance for various departments, as well as, our Executive Director

CENTERS FOR SPIRITUAL LIVING ~ Front Desk Adminisitrator 10/08 – 10/14

- Ensure accurate records of all financial contributions entered into Raiser's Edge.
- Update and maintain organization and individual records, data collection through queries.
- Coordinate staff and centers with data entry, preparing documents and spreadsheets.
- Create and implement cost containment measures for office supplies.
- Provide administrative assistance (fax, copying, phone calls, etc), distributing information
- Coordinating event registrations and RSVP lists from the community.
- Manage all shipping and receiving needs for entire organization including the operation of the postage meter, scanner and folding machine.
- Assist various departments on special projects.
- Maintain the company calendar for meetings, events, communities using our building for meetings.

MILE HI CHURCH ~ Media Center Coordinator ~ 6/00 – 11/08

- Successfully managed a training program of 30 volunteers and organized their monthly work schedules.
- Effectively operated high speed duplicating machines and CD burners including the set up of labels as well as burned CD's for the 3 Sunday services, Wednesday services and Guest Speakers and their workshops. .
- Efficiently monitored inventory of raw and finished products.
- Process the on-line orders for the Media by Mail subscription program. Billed departments monthly for products they purchased from the Media Center.

COORS BREWING COMPANY ~ Security Front Desk Representative. 9/02 - 3/06

- Provided excellent customer service. Maintain security of the Brewery lobby and provide badge access to visitors.
- Ensured safety of visitors by providing PPE equipment (hats, shoes, goggles) and arranged escorts for their visit in the brewery.
- Coordinated schedules for a team of 6 staff members including personal time off.
- Efficiently trained all temporary personnel on PBX system, customer service and security policies.
- Provided Administrative Support for Coors lock shop: organize and catalog keys and cards for the lock shop department.

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ASHER STUDIO ~ Administrative Assistant/Receptionist ~ 5/00-8/02

- Provided administrative support to CEO.
- Supplied support on graphic design projects.
- Managed phone system.
- Managed minor accounts receivables, accounts payable and created client invoices.
- Prepared bids and proposals for prospective clients. Schedule delivery times for project plans. Purchased office supplies.

STIVERS STAFFING ~ HR Recruiter ~ 5/99 - 5/00

- Assisted applicants in their search to obtain a Temporary or Temporary to Permanent position.
- Conducted interviews to match our services to clients' skills.
- Entered candidate's information into database and reviewed evaluation results from testing.
- Conducted employee verification of new applicants before sending them out on an assignment.

Additional work experience in the following fields:

Owner of a dog grooming business in New Jersey, called "Critters"

Oradell Animal Hospital, Oradell, NJ, Veterinary Clinic Receptionist/Assistant

Benedict Nuclear Pharmaceutical, Golden, CO, Shipment Coordinator - Nuclear Medicine

Allied Jewish Housing (Senior Living), Cherry Creek, CO, Receptionist

Public Service of CO (Xcel), Denver, CO, Customer Service Representative

Village Homes, Littleton, CO, Receptionist

Experience with the following software and office equipment:

Microsoft Office: Word, Excel, Access

PeopleSoft

Raisers Edge

Pitney Bowes Postage Machine

Xerox 7346 Copier/Fax/E-mail

Linksys Phone System

Brivo Door Alarm System

CD Duplication Burners

EDUCATION & TRAINING

Bergen Community College - Paramus NJ Business & Psychology

Fair Lawn HS - Fair Lawn, NJ, High School Diploma,

PROFESSIONAL REFERENCES

Jennifer Peeso ~ Development Manager at Centers for Spiritual Living ~ 720-985-6773

Nathan Marschall ~ Media Director of Mile Hi Church ~ 303-237-8551