

Brandy Jones

Windsor, CO 80550

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I am seeking a position which will allow me to apply and expand my administrative and customer service.

Skills and Attributes:

Customer service, strong organizational skills, ability to multitask, able to apply knowledge rapidly, detail-oriented, self-motivated, and ability to work in a team and by self. Efficient with computer programs such as: MS Office, QuickBooks, Dataforma, Maxwell, Supplypro, ADP and Internet.

Authorized to work in the US for any employer

WORK EXPERIENCE

Admin Assistant/ Scheduling Coordinator/Accounts Receivable/Account Payable/ Payroll

Coyote Ridge Construction - Greeley, CO -

2015-07 - Present

Performed wide range of clerical and administrative tasks such as data entry, customer service, multi phone line, Dispatch and maintain schedule, accounts receivable/payable, payroll, collections

Admin Assistant

State Farm -

2014-01 - 2014-11

Performed wide range of clerical and administrative tasks such as data entry, customer service, and processing orders.

Receptionist

Front Range Roofing Systems LLC -

2008-03 - 2010-06

Performed wide range of clerical and administrative tasks including customer service, directing calls, data entry, creating purchase orders, and repair tickets.

Admin Assistant/Courier

Aggregate Industries -

2006-07 - 2008-01

Performed wide range of clerical and administrative tasks including directing calls, data entry, customer service, and delivery.

Receptionist

Winfrey -

2000-01 - 2007-12

Performed wide range of clerical and administrative tasks such as data entry, customer service, and assisted in accounts payable and receivable.

School:

EDUCATION

CNA Certification

Aims Community College

2004-12

GED

University of Northern CO

2004-08

SKILLS

Quickbooks, Dataforma, Viewpoint, Supplypro, ADP