

Bri Oberle

Office Administrator/Department Coordinator

Severance, CO 80550

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I have worked in various fields throughout my working experience. I have a great attitude and my customer experience skills are astounding. My attendance and timely nature are some of my other strong suits.

Authorized to work in the US for any employer

Work Experience

Accounting Assistant and Department Coordinator

ETI - Loveland, CO

July 2022 to Present

Accounts Receivable/Payable duties as well as coordination for the Sales department including invoicing, purchasing, scheduling, logistics and contracts.

Office Administrator

MGI Mechanical Services - Johnstown, CO

October 2020 to July 2022

Office Administrator as well as New Construction Coordinator. Handles customer service, scheduling, memberships, purchasing, inventory, invoicing, training, payroll, among other office and departmental duties.

Department Coordinator

Fort Collins Heating & Air Conditioning - Fort Collins, CO

October 2018 to October 2020

New Construction Coordinator- duties included: all scheduling through multiple phases, purchasing, team organizing, time entry, invoicing, as well as many other department and general office responsibilities.

Shift Manager

Krazy Karl's Pizza - Fort Collins, CO

August 2016 to June 2018

Shift manager of one of the busiest pizza places in the state.

Education

Associate in Arts (AA) in General Studies

Front Range Community College - Fort Collins, CO

August 2010 to May 2014

Skills

- Administrative Experience
- Office Management
- Event Planning
- Multi-line Phone Systems
- Bookkeeping
- Time & attendance systems (3 years)
- Personal Assistant Experience
- Microsoft Outlook
- Accounts Receivable
- Human Resources
- Microsoft Powerpoint
- Microsoft Excel
- Payroll
- Management
- Data Entry
- Front Desk
- Research
- Training & development (10+ years)
- Communication skills
- Customer service
- Accounts Payable
- Interviewing
- Microsoft Office