BRIANA RIVERA

(720) 495-4003 ~ fbriana861@gmail.com

PROFILE

Organized and accountable Administrative Professional with hands on experience in all types of clerical duties. Ability to multitask and provide exceptional customer service in a friendly and professional manner. Efficient self-starter with excellent written and verbal communication skills.

EDUCATION

Emily Griffith Technical College — Office Administration Certificate — 2015 - 2017

SKILLS

Ten-Key by Touch
Windows 8
Microsoft Word
Microsoft Excel
Microsoft Outlook
Microsoft Access
Microsoft PowerPoint
Accounting
Organized
Time Management
Strategic Planning
Great at Multi-Tasking
Data Entry
Records Management
Accounts Payable/Receivable

WORK HISTORY

Addison Group **1/2019 – 4/2019**
Temporary Administrative Assistant

- Scanned invoices and entered data into accounting database system
- Accurately used database system to manage vendor records
- Prepared and organized expense report

Movado Company Store **9/2018-12/2018**
Sales Associate

- Sold beautiful Movado timepieces
- Generated and cultivated strong customer relationships
- Organized and maintained a neat and clean store

Consolidated Mutual Water Company **10/2017- 8/2018**
Receptionist- Cashier

- Opened the office and retrieved voice messages
- Received inbound customer calls and routed to the correct department or staff**; Greeted customers**
- **Processed payments and daily banking from customers**

Western Hydro **4/2017 – 5/2017**
Temporary Inside Sales/Administrative Assistant

- Received inbound customer calls and routed to the correct department or staff
- Provided exceptional customer service by processing sales orders and generating customized quotes
- Pulled and prepared sales orders to be shipped and entered the customer information into shipping database

State of Colorado Department of Revenue **1/2017 – 4/2017**
Temporary Administrative Assistant

- Answered incoming phone calls, responded to customer email, and faxed documents to other departments
- Graded and audited driver tests and performed data entry of the test results into DMV database
- Prepared and organized detailed folders to be used for trainings and meetings