

Bridget Monk

Office Manager - Cheesman Tower West

Denver, CO 80221

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To secure a career in Administration, Management & Customer Service in a reputed organization, which appreciates professional approach and hard work, where I can utilize my knowledge, various skills & experience in contribution towards fulfilling the company's growth objectives, develop my career and excel in the related field.

SUMMARY OF EXPERIENCE

- Scanning
- Copying and Filing
- Taking in payments
- Answering phones (multi line)
- Postage machine
- Bookkeeping
- Worked with Klick File, Caliber, Run, Microsoft Word, Excel and Power point.
- Managing / supervising crew
- up keep of a high rise condo building - 72 units. Min plumbing/maintenance and building water turn off & on.

Authorized to work in the US for any employer

Work Experience

Scheduler

Mountain High Appliance - Denver, CO

March 2021 to Present

Bookkeeper/Operations Manager

Mobile Wrench - Denver, CO

August 2020 to Present

Office Manager

Cheesman Tower West - Denver, CO

March 2013 to August 2020

- Managing the office
- Processing the dues
- Invoices
- Assemble monthly board meeting packet
- Filing
- Bookkeeping
- Managing/supervising crew
- Basic Maintenance

- High Rise Building Water shut off & turn on

Administrative Assistant/Receptionist

Accu, Inc - Denver, CO

2007 to 2013

- Scanning, filing and coping
- Taking in payments
- Answering multi line phones
- Entering homeowners information
- Postage Machine
- Worked with Caliber, Run, Klick file, Microsoft Word, and Excel

Education

High school or equivalent

Skills

- billing
- office management
- Bookkeeping
- Front Office
- Basic Maintenance (1 year)
- Scheduling
- Accounts Payable and Receivables
- Quickbooks
- Receptionist
- Microsoft Excel
- Microsoft Office
- Data Entry
- Outlook
- accounting
- Multi-line Phone Systems
- Management
- Inventory Control
- Google Suite
- Dispatching
- Order entry
- Live chat
- Google Docs
- Office manager experience
- Human resources

- Typing
- Accounting software
- Supervising experience
- Property management
- Analysis skills
- Documentation review
- Windows
- Leadership
- Cash handling
- Banking
- ACH
- Debits & credits
- Management
- Personal assistant experience
- Front desk
- Microsoft Word
- Customer service
- General Ledger Reconciliation
- Bank Reconciliation
- NetSuite
- Dispatch trac
- Account reconciliation
- Customer support
- Time management
- Accounts payable
- Sales

Certifications and Licenses

Driver's License