

# BRIDGET STATON

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Arvada, CO 80007

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## BACKGROUND SUMMARY

Effective administrative professional with advanced organizational and interpersonal skills committed to providing exceptional customer service in a multitude of business environments. Highly trustworthy, efficient, ethical and detail-oriented. Experience in all Microsoft Office Suite programs, bookkeeping and electronic filing.

## PROFESSIONAL EXPERIENCE

**ADMINISTRATIVE ASSISTANT** February 2021 – December 2021  
**Mears Group LLC, Henderson, CO**

- Process New Hire Applications, assist new employees with new hire trainings and forms
- Developed tracking reports to keep management informed of due and past due vendor invoices
- Efficiently processed vendor invoices and maintain up to date system
- Assist team with printing job packets and update tracking spreadsheet
- Oversaw day to day processing of payroll for 100 employees, including timesheet accuracy & computing pay

**ADMINISTRATIVE ASSISTANT** July 2018 – February 2021  
**SiteWise, Wheat Ridge, CO**

- Process invoices accordingly within a monthly deadline
- Organize and maintain files for all processed invoices
- Update spreadsheet to track billing and totals of processed invoices for each month
- Back up to team, assisting with tracking times for the crews in the field, calendar reminders for PTO's, dropping SharePoint packets, print packets, and job set ups in Viewpoint

**OPERATIONS MANAGER** June 2017 – June 2018  
**AIM Health & Chiropractic, Cypress, TX**

- Greet and serve as initial point of contact for all incoming patients
- Monitor and ensure cleanliness of facility and clinical equipment
- Manage patient intake process as well as maintain all patient information in patient file
- Responsible for facilitating all payment transactions within the firm

**ADMINISTRATIVE ASSITANT (Remote)** May 2011 – July 2017  
**Double J Services, Grand Junction, CO**

- Responded to telephone calls, messages and emails
- Prepared and emailed business-related invoices
- Coordinated travel arrangements for business owner and managed his expenditures

**ADMINISTRATIVE ASSISTANT** May 2007 – March 2011  
**Master Touch, Lafayette, LA**

- Greeted and assisted numerous visitors, clients and vendors
- Directed incoming/ outgoing correspondence such as telephone calls, emails and faxes
- Scheduled appointments and accepted payments

## EDUCATION AND SKILLS

**Associates Degree in Science & General Studies, 2009**  
South Louisiana Community College, Lafayette, Louisiana

**High School Diploma, 2005**  
Catholic High School, New Iberia, Louisiana