

Bridgette Muzydla

Labeling Specialist

Loveland, CO 80538

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To Whom It May Concern,

I am currently seeking a position with an elite organization that can fully utilize my broad training and professional experience.

The attached resume is extensive, however, if your organization is seeking an individual with the balance of diverse intellectual experience and credentials, I am completely confident that my comprehensive abilities and skills will be shareable asses as future contributions to your organization. My record is one of increased responsibility, variety in job assignments, and proven accomplishments. Please allow me to highlight my qualifications as they may relate to the position (s).

Highlight of Qualifications:

Strengths: Highly encouraged, accurate, methodical, and clear-cut in attention to details.

Customer Relations: Ability to communicate effectively and establish excellent rapports with people of all levels. Establish and maintain a teamwork environment with customers. Handle all aspects of customer inquiries and complaints in a timely manner.

Personal Attributes: Accurate, detail-oriented, and highly organized individual with exceptional customer relations, communications, and interpersonal skills.

Computer Skills: Microsoft Office, Word, Excel, Rumba, Outlook, SAP, Citrix, SharePoint, M2M

Skilled with: Typing 78 words per minute; ten key 14,000+ per hour

Thank you for your time and consideration,

Bridgette Muzydla

Authorized to work in the US for any employer

Work Experience

Administrative Assistant

At Your Service HVAC - Evans, CO

May 2022 to February 2023

May 18, 2022 to February 15, 2023

At Your Service - Commercial HVAC, Refrigeration & Good Equipment

4201 Industrial Parkway, Evans CO 80620

Office - HR, Insurance, Admin

- Prepare and review all new hire paperwork, as well as benefits.
- Correspond with Sage Insurance employees in regard to Health/Dental Insurance.
- Correspond with Vehicle Insurance Broker - with Travelers Insurance and Liberty Mutual Insurance (Home and Commercial Vehicles)
- Enter work orders into Field Edge program.
- Update U.S. Department of Labor Law Posters (State and Federal)
- Office duties - check mail, upload/email receipts, DX Cooling Service Check Sheets, print/copy, order supplies.
- Correspond with Cintas Business Service Company employees - uniforms

- Correspond with Ziggy's employees - lawncare
- Daily checks on property - open big gate for deliveries and trash company
- Upload invoices and receipts to proper work orders, update or add new parts and prices to "items" on FieldEdge

Office Manager

D&D Commodities - Greeley, CO

April 2018 to May 2022

April 10, 2018 to May 3, 2022

D&D Commodities

420 O Street, Greeley CO 80631

Office Manager April 2021 - May 2022 - Back Office Lead 12/18 to 4/21

- Responsible for day-to-day objectives - manage office staff - provide instruction - (WM and Collating orders) WM856 and FileZilla entries
- Create/Prepared/ReviewedPOs for Walmart and Collating orders - pick lists, bills (in M2M system)
- (WM and Collating orders) WM856 and FileZilla entries
- Confirm PO entries and scan barcodes of materials - provided by dock employees - correct entries if required
- Create POs for Berry Plastic Jars - distribute POs to Berry Plastic contact, GM, dock personnel, MN contacts - log in PO book
- Northern Bag & Box vendor - constant communication that materials were provided a confirmation of date and price
- Ordering of all Chep pallets for CO and MN facilities - enter activity in Chep program and create reports
- Assist entering of bi-yearly inventory
- Ordering of back-office materials including all ink for several copiers, 2 types of bills, cardstock, etc., call in for office equipment servicing
- Prepared and reviewed all new hire paperwork, as well as benefits.
- Walked through new company health benefits with all 70 employees, as well as assist them with new health app
- Coordinated, with HR rep, all office benefit meetings (i.e., Aflac, vaccines, 401k, etc.)
- Attain accurate records of current procedures of all operations - logged
- Administer all Fire/Tornado drills (as well as administer the drills - 4 fire, 2 tornado per year), monthly Safety Meetings - all logged and saved
- SDS (safety data sheets) logging materials and research
- Communicate with outside vendors with issues
- Assisted GM with billing/invoices

Receptionist April 10, 2018 to December 2018

Skilled in - ten key 14,000+ per hour, typing 78 wpm, MS Word and MS Excel, Rumba, SAP, Citrix, SharePoint, M2M, office equipment, Field Edge Program, Gmail

- Directing incoming calls - multi-line phone
- Scaling in/out trucks of all incoming product, as well as majority of all outgoing orders
- Create/Prepared/ReviewedPOs for Walmart and Collating orders - pick lists, bills (in M2M system)
- Assist visitors, temps, employees, etc., as well as employees and management in MN

Labeling Specialist

Pilgrim's Pride Chicken, JBS - Greeley, CO

May 2011 to June 2015

Prepared and reviewed all product specifications to ensure all data is correctly identified and entered into nutritional program. As well as with outside vendors: label suppliers, label printers, USDA Consultants, ingredient suppliers, co-manufacturers; label software suppliers.

- Worked with internal/outside laboratories to ensure all data is correctly identified and entered into nutritional program.
- Reported all Nutritional Facts Panels (NFP) to appropriate personnel and provide NFP's to Labeling personnel for submittal to USDA as needed for all products.
- Performed comparative analysis on all supporting documentation (spec's, BOM's, ingredient docs, allergen statements, nutritional profiles, customer's and specs/graphics) to ensure adherence to USDA and company standards.
- Prepared/reviewed documentation required by USDA and other governmental and certification agencies.
- Development and maintenance of knowledge warehouse; which includes corporation nutrition site, ingredient document sharepoint site, USDA transmittal/approval folders and label design/format folders.
- Ability to fill in for other Technical Services stall in their absence.
- MERT - Member of the Medical Emergency Response Team.

Bridgette's Home Childcare

Home Childcare, Greeley CO
November 2008 to April 2011

2805 40th Avenue Court, Greeley CO 80634

- Established and operated a profitable home childcare, licensed under the State of Colorado.
- Created a Policy and Procedures Manual for participating families.
- Developed weekly lessons and crafts pertaining to my Theme of the Week.
- Provided summaries to families for to tax claims.

Receptionist

Cheyenne Urological - Cheyenne, WY
February 2008 to November 2008

Corresponded with patients, providers and co-workers. Checking patients in for scheduled appointments, and scheduling for future appointments.

- Managing multi-line phone concerning new and returning patient appointments, as well as transfers to correct areas within the clinic.
- Rescheduling suitable to physicians changing schedules.

Record Scanning/Administration:

- Assisted with the transition to electronic record keeping.
- Downloading of Doctors transcriptions.
- Medical Records Release

Surgery Scheduling:

- Relief Scheduler
- Enforced all measures for successful surgery. Including blood tests, x-rays, cat scans, signed documents, insurance approvals, anesthesia scheduling and surgery room scheduling.

Receptionist for the ENT & Audiologist Departments

Peakview Medical Center, ENT - Greeley, CO
August 2007 to February 2008

Corresponding with patients, providers and co-workers. Checking patients out, as well as making additional follow up appointments. Rescheduling suitable to physicians changing schedules.

- Prepping charge tickets for up coming appointments, verifying referrals are in good standing, as well as verifying requested testing has been completed before patients return visits.
- Managed multi-line phone concerning new and returning patient appointments, as well as transfers to correct areas within the clinic.

Receptionist for the Physical Therapy Department

Orthopaedic Center of the Rockies - Fort Collins, CO

June 2006 to May 2007

Corresponding with patients, providers and co-workers. Checking patients in for scheduled appointments and scheduling for follow up appointments; collection of co-pays; balance of cashbox at end of the shift.

- Scheduling for Recovery Center appointments for Physical Therapists and Occupational Therapists in regards to patients that had undergone surgery.
- Training of new employees in regards to the Therapy Department policies and procedures for day-to-day operations.

Billing:

- Apply Medical billing and coding policy and procedures for daily visits within the billing program, MegaWest.

Receptionist

First Care Family Physicians - Loveland, CO

June 2005 to June 2006

Corresponded with patients, providers and co-workers. Checking patients in for scheduled appointments, as well as walk-in patients. Checked in and out of both scheduled and walk-in patients. Scheduled diagnostic appointments with outside providers; collected co-pays, deductibles and outstanding debts. Data entry of billing, balance of cashbox at end of the shift.

Billing:

- Implement Medical Billing and Coding policy and procedures for daily super bills into the billing program, MediDos.

Education

Child Development and General Ed

Aims Community College

Diploma

Greeley West High School

Skills

- 10 Key Data Entry

Additional Information

Offering comprehensive experience and expertise in the following areas of responsibilities:

Broad experience in training, planning, organizing and following up varied responsibilities in a timely and complete manner. Proficient in developing excellent relationships with inner and outer customers.

Skilled at organizing work and resolving problems that arise from day-to-day activity. Is a team player prepared and able to meet all departmental and company goals and objectives.

Strengths:

Highly encouraged, accurate, methodical and clear-cut in attention to details. Excellent organizational skills, technical expertise, resourcefulness, flexibility and adaptability. Talented strength in completing multiple tasks within time constraints allotted or earlier.

Additional Skills/Expertise:

Skilled in ten key 12709 per hour, typing 57 wpm, personal computers, MS Word and MS Excel.