

Brittany Sandoval

Administrative Assistant - Roth Staffing

Northglenn, CO 80233

brittanysandoval38_oeh@indeedemail.com

+1 720 707 8396

Administrative Assistant focused on driving productivity by leveraging strong front office management skills. Flexible and hardworking with the drive to succeed.

Work Experience

Receptionist

NATIONWIDE FABRICATION INC - Northglenn, CO

August 2019 to October 2020

- Answered phones
- Input time sheets
- Calculated material costs
- Filing
- Kitchen Supplies
- Scheduled shipments

Administrative Assistant

ColeTaylor - Denver, CO

April 2019 to July 2019

- Process Invoices
- Answer Phones
- Process Work Orders
- Activate and Deactivate access badges
- Enter checks

Office Manager

Positive Energy - Longmont, CO

November 2015 to April 2019

- Manage incoming & outgoing calls
- Filing
- Provide support to management team
- Electronic Filing
- Compose effective accounting reports
- Resolve accounts payable discrepancies
- Monitor incoming payments from customers
- Collect calls for nonpayment's
- Process payroll bi-weekly
- Process orders

Data Entry Quality Control Clerk

UPS & USPS - Broomfield, CO

2017 to 2019

- Verify Data
- Process BPO Forms
- Outgoing calls to agents
- Data Entry

Data Entry

First Transit - Denver, CO

2016 to 2018

- Accurately insert information to software program for route match
- Analyze data on route manifest for errors
- Report any errors with data

Receptionist

Victoria Properties - Tempe, AZ

2013 to 2014

- Manage reception area
- Greet visitors
- Answer incoming calls
- Handle customer inquires
- Maintain electronic files
- Served as central point of contact to all vendors
- Dispersed incoming mail
- Maintained spreadsheets
- Faxing
- Scanning
- Prepped conference rooms
- Supplied key cards to employees and visitors

Education

Bachelors in Business Administration

Grand Canyon University

2017

Skills

- Accounts payable
- Filing
- Typing
- Organization skills
- Excellent communication skills
- Punctual
- Administrative Assistant
- Data Entry

- Receptionist
- Payroll
- Outlook

Certifications and Licenses

Driver's License

Additional Information

Skills

Excellent Communication Skills, Punctual and able to Multi- Task, Accounts Payable, Filing, Organization Skills, Typing, Reporting