

Caitlin Anderson

Greeley, CO 80634

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Detail oriented administrative professional with exceptional skills in a multitude of office related positions. Four years of experience in accounting, human resources, and office administration duties. One year of experience in the insurance industry providing administrative support and some sales. Two years of experience in a financial call center environment. Over seven years of experience in the hospitality industry, including restaurant and hotel. Strong customer service skills, friendly and personable. Proficient in Microsoft Word, Excel, Outlook. Learns new programs quickly and efficiently.

Willing to relocate to: Greeley, CO - Denver, CO

Authorized to work in the US for any employer

Work Experience

Assistant Accountant

Twin Otter Airborne Research - Grand Junction, CO

January 2019 to July 2023

Main duties include processing expense reports, reconciling receipts, receiving and invoicing purchase orders, processing all invoices, accounts receivable, and completing order entries. All accounting processed through Sage 300 program. Other duties include various human resource tasks such as processing new hire paperwork, verifying I-9's, updating spreadsheets. Administrative duties include answering multi-line phone system and directing calls as needed, ordering office supplies, organizing and filing of all paperwork, notary duties, and assisting clients with any needs.

Front Desk Associate

Residence Inn by Marriott - Grand Junction, CO

2019 to September 2020

Customer Service Representative/Sales

State Farm Insurance - Grand Junction, CO

September 2017 to November 2018

As a Customer Service Representative I handled incoming calls from clients, assisted walk-in customers, wrote insurance policies, and also had administrative duties such as scheduling, filing, data entry, and ordering office supplies. My job also included some sales for varying insurance products.

Retirement Representative

Great West Financial - Greenwood Village, CO

October 2014 to January 2017

Answered incoming calls from retirement plan participants and assisted them with any questions, investment changes, etc. Was a registered representative, holding both financial licenses Series 6 and 63.

Education

Bachelor of Applied Science in Hospitality Management

Colorado Mesa University - Grand Junction, CO

May 2013

Associate of Applied Science in Culinary Arts

Western Colorado Community College - Grand Junction, CO

May 2011

Skills

- Microsoft Excel (6 years)
- Microsoft Word (6 years)
- Customer Service (8 years)
- Call Center (2 years)
- 10 Key Data Entry (6 years)
- Accounting (4 years)
- Microsoft Outlook (6 years)
- Sage (4 years)

Certifications and Licenses

Colorado Notary Public

January 2019 to January 2027

Licensed Notary Public in the state of Colorado.

Additional Information

Skills

- Proficient in Microsoft Office Products (Word, Excel, Outlook)
- Types extremely well with 10 key and regular keyboard, WPM 80
- Responsible, reliable, and trustworthy
- Positive attitude with the ability to learn new procedures quickly and efficiently