

# **Candace Magee**

**720-937-3761**

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## **Objective**

**To secure a challenging career and positively affect my environment with an intense dedication to quality and customer satisfaction. To exceed all expectations of performance to the highest level of standards.**

## **Skills**

**Proficient with MS Office, MS Excel, MS Outlook, Word, Lotus notes, Explorer, Run Accounting software, Klick File, NAV, Epicor, 10-Key, Type 40, Customer Service, 20 Line Switch Board.**

## **Experience**

### **Administrative Assistant**

**09/2021 – 10/2023 CAMCO. Denver, CO**

**Accounts receivable/accounts payable, customer service, answering multiple phone lines, filing, record keeping, editing proposals, assisting Sales team, ordering supplies for multiple departments**

### **Supply Chain Representative/Administrative Assistant**

**07/2017-07/2018 Wazee Crane. Broomfield, CO**

**Placed all orders inventory and new builds, kept reports updated on the arrivals and delays of all orders, inventory counts, received all ordered parts, meeting with new suppliers, updated all personal on a weekly basis on progress of new builds, Front desk responsibilities, ordered all supplies, kept all equipment up to date, Manuals and inspection cards, helped all office personal and Human resources. Enter time cards for employees. Made sure payroll was correct, and summited.**

### **Inside Sales/Administrative support**

**05/2012-10/2016 Puregas LLC. Broomfield, CO**

**Accounts receivable, customer service, answering multiple phone lines, taking orders, filing, setting up training, scheduling trade shows, assisting account managers, international shipments, and paperwork, Problem solving**