

Candi Flores

Administrator Assistant

Boulder, CO 80301

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- Soon to be Bachelor graduate, looking to obtain a long-term position within an establishment, where I can employ my skills and abilities.
- 7+ years as an experience professional business administrator skilled in managing operational duties of business and propelling teams towards success.
- Proactive individual with excellent interpersonal and intellectual skills. (Strong verbal and written communication.
- Self-motivative, goal oriented, and have strong initiatives for learning.

Willing to relocate to: Longmont, CO - Broomfield, CO - Westminster, CO

Work Experience

Administrative Assistant

Moog, Inc - Golden, CO

August 2022 to Present

- AA to an Aero space and defense company.
- Point of contact for all admin duties within the Golden Facility.
- Prioritize work assignments from highest priority to lowest, and created action plans independently.
- Accommodated the supply and demand chain by in taking the knowledge of multiple job functions such as Admin duties, Logistics / kitting, and receiving.
- Initiatives consists of well-developed sense of organization, in both facilities (Arvada / Golden).
- Maintained sight reports as requested and assisted data collection / compile a variety of reports.
- Screen, treat and receive visitors to both facilities as requested (with poise, tact, and self-confidence).
- Uphold site purchases, stock break rooms, and coordinate company events.
- Staff support for all the engineers and project managers.

Admin Assistant

Tandem CPA's

January 2022 to Present

- Recruited onto a 4-month assignment to assist a CPA tax firm at its peak of the year.
- Within the first two weeks, I was able to successfully gain knowledge of three different software (Office Tool, Teams, Intuit/Lacerte).
- The position consisted of receiving and entering a significant amount of sensitive data, requiring a significant amount of detail.
- Promptly corresponded with daily requests from customers and CPAs, via email and phone.
- Proficiently excelled at meeting specific deadline dates in a sensible time manner.
- Responsible for downloading documents from the client portal/ uploading documents to the client portal and following up with clients.
- Assisted Account manager with and AP&AR invoicing/billing, p

Administrator/HR Assistant

Precise Contracting

August 2018 to November 2021

- Hired on as front desk receptionist to assist clients over the phone and in office
- Within first year, gradually assigned additional administrative duties such as; payroll, account receivables/ payables, invoicing, networking / marketing and recruiting.
- My resourcefulness of networking / marketing easily allowed me to effectively recruit new employees.
- Required completing in-depth analyses for every business project. (Before and After)
- My thorough communication with clients, before and after, reduced client retention.

Office Clerk - WPMfg

Microsoft

January 2016 to July 2018

- Hired on through temp agency, after 9 months, hired permanent.
- Assisted executives by answering telephones, scheduling, and greeted clients/visitors as needed. ➤ Responsible for updating paperwork and maintaining legal documents.
- Was accountable for forecasting company meetings events and purchasing management.
- My Ability to work individually or part of a team, made work environment untroublesome.
- Attention to significant amounts of detail was required.
- Position allowed me to expand my knowledge of Microsoft software's.

Data Entry Clerk

Continental Control Systems

January 2013 to December 2015

- Was nominated employee of the month twice, once in 2014 and again for 2015. First award was for "Going the extra mile" the second was for "Achiever of the month".
- Maintained database by entering and updating client account information.
- Verified account data by; reviewing/ correcting, deleting, or reentering data from both systems when account information was incomplete.
- Managed monthly inventory, raw material, and finished goods.
- Monitored finished goods quality.

Education

Bachelor's Degree in Business Administration

Independence University

2017 to 2019

Skills

- Executive Support » Strategic Planner » Marketing » Computer Efficient »
» Highly Organized » Quickly Adaptable » Strong Work Ethics
- Forecasting
- Accounts Payable
- Human Resources
- Administrative Experience

