
Profile

Dedicated and technically skilled business professional with a versatile administrative support skill set developed through experience as an executive assistant, office manager, office coordinator, administrative assistant and office clerk.

Education**UNCC – North Carolina**

- B.S. Computer Science 1991

Professional Development:

- Colorado Notary Public 2018
- Nonprofit Management, (JVA Consulting, Denver, Colorado, June 2003)
- Mastering Quickbooks Software Seminar, (Intuit, Denver, Colorado, April 2003)
- Theraplan Plus Maintenance, (MDS, Nordion, Kanata, Canada, May 1999)
- Management Measures in Health, (Medellín, Colombia, April 1994)

Key Skills

Office Skills:	Office Management Records Management Database Administration	Spreadsheets/Reports Event Management Calendaring HR, accounting	Front-Desk Reception Executive Support Travel Coordination Bilingual English/Spanish
Computer Skills:	MS Word, Excel MS Project, Visio MS PowerPoint	MS Outlook, Publisher MS Access, Front Page Quickbooks/ACCPAC	Adobe PDF/Illustrator Windows xp, pro, vista,7 10

Qualifications

- Demonstrated capacity of providing comprehensive support to executive-level staff, including scheduling meetings, maintaining calendars, coordinating local and international travel, and effectively managing all essential tasks.
- Proven track record of accurately completing research, reporting, information management, marketing, and business-development efforts within budget requirements.
- Adept at developing and maintaining detailed administrative and procedural processes that reduce redundancy, improve accuracy and efficiency, and achieve organizational objectives.
- Support of all administrative duties including phones, mail and faxes distribution, typing, filing, copying, document assembly, IT support, office supplies ordering and courier shipping.
- Coordinate with vendors the support of phone systems, building maintenance, IT personnel.
- Proficiency in managing accounts payable, accounts receivable and budgeting.
- Skilled in all aspects of recording transactions, posting debits and credits, reconciling accounts, and ensuring accuracy and completeness of data.
- Ability to work on fast-paced atmosphere with strong leadership capabilities and work independently when required with short deadlines.
- Proven ability to work under pressure in unison with staff and co-workers.
- Customer service skills, good human relations, ability to multi-task and strong team player.
- Self-starter, detail-oriented, reliable, discrete, dependable and problem solver.
- Excellent computer skills (Word, Excel, Power Point, Publisher, Visio, Project, Outlook, Access, Adobe Acrobat, QuickBooks, MapInfo, MITC, Etc.) and ability to learn proprietary systems and/or applications quickly and easily.
- Excellent written and verbal skills
- International, intercultural experience.

Experience

Insight Photonic Solutions Inc./dBm Optics, Inc. Office Manager, 08/2009 – 07/2019

Business Office Manager and Executive Assistant

Provide administrative support to top level Executives and Office Management

Highlights:

- Manage the office.
- Work on special projects on a needed basis.
- Answer, screen and direct CEO's incoming calls and correspondence, acting independently when possible.
- Complete complex tasks requiring extreme confidentiality, considerable judgment, and initiative with minimal direction.
- Coordination, tracking, and control of internal documents such as wire transfers, purchase requisitions, invoices, and check requests.
- Maintain files both electronic and hard copies; maintaining and coordinating department archive information per company's record retention policies.
- Directed all administrative and project support efforts. Conducted in-depth business-development research and compiled results for review by proposal team.
- Responsible for the coordination of customer meetings off-site, to include logistics, transportation, agendas, and presentations.
- Responsible for International travel logistics.
- Prepare bi-weekly time and travel reports. Managed invoicing processes.
- Manage accounts payable, receivable and deposits.
- HR assistance with new hire paperwork, benefit paperwork, payroll time keeping and filling payroll.
- Manage Logistics, International exports and Imports.

Copper Mesa Mining Corporation, Lakewood, CO. Office Manager, 5/2004 - 08/2009

Office Manager and Executive Assistant

Serve as Executive Assistant to CEO, CFO (USA) and VP-Ops (Ecuador)

Highlights:

- Manage the Colorado office operation.
- Developed internal correspondence that facilitated effective communication and transfer of information between three regional offices (Colorado, Tucson and Phoenix) and two International offices (Canada and Ecuador).
- Oversaw administrative and company budget with CFO and participate in the preparation of quarterly financial reports and MD&A for TSX (Canada).
- Reduced company travel expenses by identifying cost-effective travel agencies and negotiating contracts with key travel-services providers.
- Coordinated and hosted successful meetings (BOD and PDAC in Canada), creating invitations and promotional materials, booking venues, arranging trade shows, conference calls, hotel reservations and general logistics between Canada, Ecuador and USA.
- Directed all administrative and project support efforts. Conducted in-depth business-development research and compiled results for review by proposal team.
- Organize and maintain paper files, database and electronic files
- Prepared bi-weekly time and travel reports. Managed invoicing processes.
- Managed accounts payable, receivable and deposits
- Filling payroll and maintaining HR files.
- Prepared expense reports and credit card/bank reconciliations.
- Prepared CDA's and support on due diligence.
- Prepare contracts for subcontractors.
- Purchased all hardware and software, performed application upgrades, and trained staff in the use of office computer resources.
- Played key role in design of inter-office intranet and FTP sites, collaborating with Web developers to identify and define the essential components of site functionality.
- Development of company website and maintenance.

Monterra Real Estate, Denver, CO.

Office Manager, 11/2001 - 4/2004

Office Manager

Provide administrative support to top level Executives.

Highlights:

- Oversaw a wide variety of administrative functions, supporting all director-level projects and information-management processes, compiled and analyzed data from monthly reports to prepare directors presentations to executive management.
- Directed day-to-day office operations, providing fundamental support to company President and team of consultants.
- Significantly reduced time required to prepare and distribute quarterly financial reports by spearheading implementation of electronic reporting procedures.
- Managed accounts payable, receivable, and payroll.
- Input information on MLS system
- Prepared expense reports and credit card/bank reconciliations.
- Developed presentations and scheduled all executive-level meetings and travel.
- Development of company website and maintenance.