

Carmaine Sanders

Assistant Manager

Commerce City, CO 80022
carmaine11@yahoo.com - 3033568007

Willing to relocate: Anywhere
Authorized to work in the US for any employer

WORK EXPERIENCE

Data Entry Specialist

GE Water & Process Technologies - Boulder, CO -

2012-01 - 2017-10

Work from home Administrative support focusing on creation, changes and updates to ERP - Item Master Database while maintaining log of activities following procedures, rules and regulations.

Supporting the generation and release process for engineering documentation, and configuration management activities. Perform master data entry and uploads and maintain records in the SAP ERP system. Import/export SAP entry auditing.

Developing and maintaining spreadsheets, databases, reports and various electronic files; and other miscellaneous support activities.

Skills Used

Data Entry ,MS Excel ,SAP, Word,

Customer Service Manager, incoming calls from consumers

ServiceMagic, Inc - Golden, CO -

2007-02 - 2012-01

for service requests for home improvements, outgoing calls to consumers to check on projects, incoming and outgoing calls to contractors on projects. Also a claims processor for client and also contractor's denials from claims submitted electronically thru billing on SSI - System Specialist Inc. Contractor follow-up with billing issues and repayment options.

Cashier, assistant retail salesperson, assisting customers

Verizon Wireless - Wheat Ridge, CO -

2006-01 - 2007-04

with phones, plans,

Data, answering question regarding issues with phones, plans, inventory, data entry, updating the showroom floor, keeping the floor stocked, customer service, scheduling.

Gym manager

Commerce City Recreation Center - Commerce City, CO -

2004-01 - 2007-04

communicate with children, mediate behavior.

Assist in teaching, Monitor and control behavior of the children

Laramie County Community College - Cheyenne, WY -

2004-04 - 2005-04

Cheyenne, WY

Responsibilities

Create curriculum for children, Assist in teaching, Monitor and control behavior of the children, Communicate with parents on progress of each child, provide observations, opinions and feedback, Supervise students in the classroom and on the playground, scheduling.

EDUCATION

Business management

Laramie County Community College - Cheyenne, WY

2003 - 2005

management

Adams City High School - Commerce City, CO

1999 - 2003