

Casey Smith

Experienced Administrative Assistant/Receptionist for 5+ Years. Looking for a Great New Career Opportunity!

Fort Collins, CO

smithkc88@gmail.com - (469) 360-4892

Experience in administrative support, database management and event planning. Ability to learn new software programs/technology easily, excel and enjoy online research and analysis.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

WORK EXPERIENCE

Administrative Assistant

NADS - Loveland, CO -

2017-02 - 2018-04

Providing Administrative/Office Support for this organization and assisting various departments with different tasks/projects.

Administrative Assistant

Crystal Lakes HOA/Hammersmith Management Inc. - Red Feather Lakes, CO -

2016-05 - 2016-10

Provided administrative/office support for the Crystal Lakes HOA Office. Position included customer service/support via personal interactions, phone and e-mail. Involved extensive coordination and management of legal documents and highly confidential information. Staff liaison to the Crystal Lakes Architectural Control Committee. Duties included:

- Document/Record management
- Maintained asset inventory records
- Event coordination
- Managed invoicing and billing
- Coordinated collection of due and fees
- Maintained inventory of office supplies
- Maintained and update website

Customer Service Retail Representative

Girl Scouts of Colorado - Denver, CO -

2014-08 - 2015-01

Team member for this national non-profit organization. Position involved customer service and inventory maintenance for their only retail outlet in the state of Colorado. Required both face-to-face client interaction and management of e-commerce orders/sales from across the state. Duties included:

- Sales/Customer Service
- Answering phone
- Window and in-store displays
- Inventory receipt/maintenance of merchandise
- Responding to e-commerce orders
- Overseeing fulfillment of e-commerce orders
- Use of POS cash register/Cash management
- Ordering product/inventory under direction of manager

Student Administrative Assistant

MSU Denver/Office of Academic & Student Affairs - Denver, CO -

2012-05 - 2014-05

Provided administrative support for the Office of the Provost at this state institute of higher education. Role included customer support via personal interaction, phone and email and required discretion/security in managing transcripts, salary supplement forms and financial documents within the office. In addition, role involved being a resource for general questions and a multitude of forms needed to ensure students have access to the necessary tools to manage their enrollment at MSU. Other administrative duties included:

- Copy/Scanning/Filing documents in centralized filing system
- Use of Excel to coordinate meeting rosters
- Assist in meeting preparation
- Managed Provost meeting records/files
- Managed departmental travel records
- Coordinate collection of faculty evaluations
- Maintain inventory of office supplies
- Coordinate and issue Certification Documents for various educational departments
- Use of Adobe Professional
- Use of Banner - administrative software utilized by higher educational facilities
- Maintained website content

Marketing Assistant

PCS Mobile - Denver, CO -

2011-01 - 2012-05

Provided support for the marketing department in this Top 5 Panasonic VAR. Included administrative duties for the entire company. Responsibilities were varied and included the following:

- Answer phone and route calls appropriately
- Interact with clients as needed
- Assist in reconciling expense reports
- Maintain and monitor product demo pool (includes cleaning hard drives)
- Database maintenance/entry
- Shipping/Receiving
- Support for event management
- Scan/Copy/Fax Documents as needed

- Special Projects as requested/needed

Experience in working with various MS Office Suite products and Sage CRM system. I also have experience with the Nortel Networks Phone System

EDUCATION

B.A in Behavioral Sciences, Business Management

Metropolitan State University of Denver - Denver, CO

2011-08 - 2014-05

SKILLS

Microsoft Office Suite, Scanning/Coping/Filing, Database Management, Multi-Line Phone System, Adobe, Data Entry, Inventory Management, Wordpress, Dreamweaver, 10-Key, Organizational Skills

LINKS

<http://www.linkedin.com/in/smithkc88>

GROUPS

Sigma Sigma Sigma National Sorority

2011-11 - Present

National Panhellenic Conference and hosts chapters on more than 110 college campuses and 89 alumnae chapters in communities all over the world. Involved in a variety of leadership roles including:

- Recruitment Drives
- Fund Raisers
- Formal Group Events
- Community Service
- Philanthropy Events
- Community Service Projects
- Volunteering

ADDITIONAL INFORMATION

SKILLS/EXPERIENCE

- Proficient in Microsoft Office Suite
- Acrobat Adobe Professional
- Dreamweaver
- Web Research
- Sage CRM
- My Emma Email Platform
- Banner - Education Administrative Software
- Word Press (CMS)

- Experience w/ multi-line phone systems
- Unity Programming Software
- Database Management
- Front Desk Operations
- Inventory Control/Management

SOFT SKILLS

- Detail Oriented
- Highly Organized
- Technology savvy
- Quick Learner
- Strong Communication Skills
- Professional demeanor