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OBJECTIVE

To secure a position with a stable and ethical organization, where I can be a member of a team and utilize my experience to the fullest.

TECHNICAL SKILLS

Microsoft Office Suite, Excel, Outlook, Powerpoint, Bullhorn, Cornerstone, Point Click Care, QuickBooks, Paychex, Concur, Visio, Prowatch, ADP, General office equipment knowledge, 55 WPM

VOLUNTEER WORK

The Villas
Channel 7 News

September 2019-October 2019
October 2019 – December 2019

WORK EXPERIENCE

Colorado Quality Products
Office Manager

August 2017- August 2019

- Lead recruiting and staffing fulfillment efforts for all positions
- Lead new employee onboarding orientation and documentation
- Maintained accurate employee records in employee database
- Tracked employee participation for health insurance benefits
- Lead coordination of company-wide events and assist in coordination of departmental events
- Lead planning and coordination of annual and semi-annual employee reviews
- Updated announcement boards with employee related information (birthdays, events, etc.)
- Notified managers of up-coming 90-day reviews and ensured proper documentation was complete
- Ensured employee corrective actions and employee happenings are documented
- Maintained attendance records for days off and sick days for all employees
- Maintained record for late attendance for all hourly employees
- Assisted with employee payroll questions
- Generated and distributed client invoices
- Generated and issued client credits
- Received and applied client payments
- Maintained customer deposit file
- Followed up with customers regarding past due invoices
- Verified formula #, price, and order quantity of inbound client purchase orders and contracts
- Mailed payments
- Filed payment records
- Filed closed production folders
- Sorted and distributed mail
- Ordered office, coffee and toner supplies
- Assisted with annual audit documentation
- Notary Public

Hi-Tek Professionals- Lockheed Martin
Contract Position

Administrative Assistant**August 2016- May 2017**

- Performed administrative and office support for multiple supervisors
- Support to 50 employees on various tasks such as internet research and projects
- Duties included fielding telephone calls, directing visitors, creating presentations and spreadsheets
- Completing expense reports and booking travel
- Scheduling and coordinating meetings and events
- Maintained office supply inventory
- Performed background checks on contractors and ensuring safety of employees through security system
- Shipping and receiving
- Assisted with the sorting and opening of Business Office mail
- Website maintenance
- Notary Public

Azura Living- Lakewood, CO

Short Term Transitional Rehabilitation Facility

Executive Assistant**June 2010-June 2016**

- Executive Assistant to the CEO, COO, VP and Directors of the company
- Duties included answering telephone, screening and directing calls, providing information to callers, general administrative and clerical support
- Scheduling appointments and organizing meetings
- Assisted Executives with overflow work, including word processing, data entry and internet research tasks
- In charge of inventory and supplies for the entire business and assisting nursing staff with all patient needs as well as overseeing 2 other staff members
- All travel arrangements for Executives
- Notary Public

A/P Accountant

- Completed payments and controlled expenses by receiving, processing, verifying, and reconciling invoices
- Performed all aspects of the accounts payable function by matching purchase orders to invoices and entering the invoices into the software
- Identified errors or discrepancies and resolve before processing
- Prepared checks, including ACH transactions and web payments, and backup documentation
- Reconciled accounts payable related accounts
- Acted as primary contact within the company for purchase orders, including reviewing requests, preparing and routing for approval, and maintaining purchase orders
- Researched and resolved any outstanding balances on accounts, including telephone, mail, or email communications with vendors
- Assisted with the sorting and opening of Business Office mail
- Completed credit applications as requested by vendors in order to establish a credit limit
- Assisted in annual audit by preparing assigned reports and/or providing documentation as directed by the Controller
- Assisted with new hire processes; from interviewing to references, background checks and full process of new hire paperwork
- Completed and assisted in payroll from managing all forms to approving and sending payroll

Mesa Veterinary Hospital- Golden, CO**June 2008- June 2010**

Mesa Veterinary Hospital is a large, seven doctor, full service practice.

Customer Service Representative

- Ensured that each client was receiving the best customer service possible

- Scheduled appointments using strong organizational skills, excellent telephone and in-person communication skills and the ability to remain calm under pressure
- Entered client, patient, and financial data into the computer
- Managed multiple phone lines effectively
- Ensured that all medical charts and records were filed and complete
- Prepared all paperwork for surgery and boarders
- Responsible for closing, opening and cash management
- Explained in detail medical terms; fill and administer medication

Catalyst Search LLC- Denver, CO

July 2007 – June 2008

Catalyst Search is a nationwide Healthcare IT and Clinical IS recruiting and consulting company.

Recruiter

- Reviewed job descriptions from clients to make sure there was a full understanding of the requirements needed
- Actively searched internet job boards as well as creative internet searches and cold called to find qualified candidates to fill positions
- Conducted in depth interviews in relation to job specifics
- Created ‘write-up’ to sell candidate to client based on required and desired skills
- Insured timely completion of scheduling and pre-employment activities to move candidate through the interview/hire cycle

EDUCATION

Heritage College- Denver, CO

April 2012

Associate of Occupational Studies Degree in Esthetics

- **Completed a 160-hour internship at Susie Organic Spa**