

Chanda Blanchette

'Administrative Assistant II' - State of Colorado-Department of Local Affairs-Property Taxation

Thornton, CO 80241

chandablanchette4_5zf@indeedemail.com

+1 303 619 0890

I am pursuing a position in which my unique skills and abilities, my work ethic and my drive to succeed will benefit both the company and myself.

Work Experience

'Administrative Assistant II'

State of Colorado-Department of Local Affairs-Property Taxation

September 2016 to Present

- Staff reception desk located in the front office
- Answer and route incoming calls to its correct destination
- Provide administrative support to all areas and members of Exemptions
- Send master list of exempt properties to counties
- Filing/Organization of all paperwork
- Receive, sort, and distribute incoming mail
- Input/Update information from applications for exemption into State Database (Oracle)
- Process checks/payments for applications, Annual Reports and payment vouchers
- Post all received funds for Accounting
- Keep owners and counties updated on exemption status and determination

'Shipping/Receiving Processor'

Fresca Foods, Inc

June 2015 to 2016

- Perform receiving, stocking, selection, and pallet consolidating as scheduled or assigned.
- Tag pallets with necessary documentation
- Check-In/Log-In drivers as they arrive and assign them to dock doors
- Lock/Seal full truck loads
- Prepares shipping documents/Keeps record of shipping documents
- Arrange shipments with necessary companies
- Communicates to customer on shipments
- Updates month-end reports
- Stay up-to-date on all procedures with shipping and receiving
- Process receiving documentation and send to needed departments

'Delivery Specialist'

O'Reilly Auto Parts

2014 to 2015

- Deliver parts and/or products to the professional customers in a safe and efficient manner
- Collect money and pickup customer returns.

- Trained on the counter to assist customers with their purchases and vehicle searches
- Drive to HUB/DC to pick up parts that were out of stock

'Administrative Assistant/Marketing Manager'

Nova Financial Group, Inc
2013 to 2014

- Pull/research leads seeking potential clients
- Manage new client accounts and files and miscellaneous spreadsheets
- Create work agreements and refer information to potential clients
- Contact clients to schedule meetings and discuss administration

Homemaker

Family Care
2012 to 2013

Home/Child/Family Care

'Administrative Assistant'

Delta Building Services, Inc
2010 to 2012

- Administrative support of the Project Management Team; including the creation of Work Orders, coordination and maintenance of expense reports, invoices and monthly reports
- Payroll; gather, coordinate and input hours for the Company's workforce
- Purchasing; including research, price, and purchase office and building supplies
- Shipping; accepted, routed and shipped FedEx and UPS and truck shipments
- Reception / Switchboard; answer and route telephone calls as well as setting appointments for the Project Management Team

Education

High school or equivalent

Prairie View High School - Henderson, CO
2007 to 2009

Skills

- 71 wpm (10+ years)
- Lotus notes (2 years)
- Microsoft office (10+ years)
- Ms office (10+ years)
- Oracle (2 years)
- Quickbooks (1 year)
- Payroll (3 years)
- Outlook (5 years)
- Administrative Assistant
- Excel

- Filing
- Receptionist
- Word
- Scheduling
- Accounting
- Billing
- Accounts Payable
- Accounting
- Accounts Payable
- Billing
- Data Entry
- Microsoft Excel
- Office Administration

Certifications and Licenses

Introduction to Assessment

June 2017 to Present

Being introduced to the process of Assessment rates and basic rules and regulations for Property Taxation.

Assessments

Administrative Assistant — Highly Proficient

June 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [Highly Proficient](#)

Customer Focus & Orientation — Highly Proficient

June 2019

Responding to customer situations with sensitivity.

Full results: [Highly Proficient](#)

Proficiency with Microsoft Office: Mail & Calendar (Mac) — Proficient

June 2019

Using Microsoft Office Mail and Calendar tools to manage workload.

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

Most of my experience is Administrative, however, I do have a few years experience in retail that are not on my resume.

I fit in well in any environment and would be willing to a change of pace in my career.

Looking for my "Forever Career"