

CHERYL DURAN

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Dedicated and technically skilled business professional with a versatile administrative support skill set developed through experience while working in different office scenarios. Excel in resolving employer challenges with innovative solutions, streamlining systems and processes proven to increase company efficiency, customer satisfaction, dealing with personalities of all kinds and resolving conflicts of interest when needed

Proficient in QuickBooks, Excel, Microsoft office, Microsoft Works, Microsoft Word, Microsoft Power Point, Microsoft Access, Microsoft Publisher, Word Perfect, Microsoft Outlook, Adobe Illustrator CS5.

Security Clerk/Capstone Logistics LLC/Denver, CO

2019 to Present

Check in all inbound trucks delivering to the warehouse cooler or freezer areas. Must research P.O. and edit the corrections that are needed to mainframe for King Soopers/Kroger orders. Then dispatch to the dock door when it is their turn. Deal with any issues that may arise with appointment times or truck problems.

Machine Operator/Dynamic Metal Fabrication/Thornton, CO

2016 to 2017

Machine Operator for Amada Laser Cutter and Epilog Laser Engraver. Maintained all necessary duties to keep the machines running and producing parts for orders.

Office Manager/Terra Bella Landscape Architecture, Denver, CO

2011 to 2015

Manage all operations of the office including AR/AP, Job Costing, Payroll, Marketing, Database of Clients, Vendors, and Target Marketing, All Client and Personnel files.

Worked with owner to develop a system to process promotions from on-line and off-line marketing, assisted in creating new website for company.

Provide administrative assistance and support to firm Principal and other department heads on an as needed basis.

Maintain responsibility for new hires. Process all paperwork related to.

Sales, Commercial Install Manager, Customer Service/RMD Signs, Denver, CO

2007 to 2011

Consistently promoted during 3-year employment with RMD Signs. Culminated in current responsibilities for coordinating all functions and supervising a team of installation professionals.

Developed efficiency-enhancing workflow/process improvements that made it possible to accommodate increasing responsibilities necessitated by staff reductions.

Set up new accounts as well as sustaining and upgrading existing accounts thereby maintaining and increasing company profitability.

Quickly became a trusted assistant to the head salesman, and earned a reputation for maintaining a positive attitude and producing high-quality work

Created databases and spreadsheets that improved inventory management and reporting accuracy

Office Manager /Larry's Roofing Company, Denver, CO

2003 to 2007

Entrusted to manage office, handled a busy phone system, functioned as primary liaison to customers and ensured a consistently positive customer experience. Provided timely, courteous and knowledgeable response to information requests

Earned excellent marks on performance reviews, with citations for excellence in areas including work volume, accuracy and quality; ability to learn and master new concepts; positive work ethic; and commitment to providing unsurpassed service

Accounts Receivable Clerk /King Soopers/Main Office, Denver, CO

1998 to 2003

Managed Business Charge Accounts i.e. tracking accounts receivable, G.L. accounting, monthly statement billing, and Reconciled accounts

Bookkeeper/JB Auto Supply/Denver, CO

1988 to 1995

Responsibilities: G.L. accounting, double entry experience, inventory control, reconciliations, journal entries, A/P, A/R, payroll, phones, and customer service