

Cheryl Schriver

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email

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Experience

September 1991 to December 2021

McLane Western

Longmont Colorado

Responsibilities included -receptionist- answering phones greeting customers, sign in customers, notifying people of appointments, handing out applications, accounting department, filing auditing accounts payable, opened, stamped and distributed daily mail, maintained birthday cards for 500 employees, ordered, signed, and sent out in a timely manner. Ordered all catered luncheons, helped serve and set up. Designed and maintained telephone lists of office personnel, organized manifests for the warehouse departments. Scanned, indexed, and verified all personal documents for the Human Resources Department.

Education

Colorado State University - 2 years secretarial course

Software Skills

Word, Excel and Outlook