

Sheri Clark

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Objective

To secure a challenging and responsible position in which my experience and education will have valuable application.

Profile

Motivated, professional with stable work history and a successful track record of managing offices. Demonstrated history of reducing office expenses while maintaining the highest customer service standards.

Flexible and versatile – able to maintain a sense of humor under pressure. Poised and competent with demonstrated ability to easily transition to different situations. Thrive in deadline-driven environments. Excellent team-building skills. Encourage involvement in meetings and conferences.

Skills Summary

- ♦ Multi-line Phone systems
- ♦ Familiar with all filing systems including e-file
- ♦ Cash and large bank deposit handling
- ♦ Management of 100+ employees
- ♦ Extremely competent in HUD and OSHA standards
- ♦ Typing 45 wpm
- ♦ Very client oriented
- ♦ Able to multitask in a busy environment

Employment History

- ♦ **CHARLES B. DARRAH AND ASSOCIATES – DENVER, CO**
Administrative Assistant / Front Desk Manager, 2005 to Present

Responsible for managing front desk area of busy collections attorney. Duties include answering multi-line phones, processing payments, diffusing tense situations on the phone and in person, coordinating shipping and mail, properly processing legal documents, maintaining electronic filing and hard copy storage.

- ♦ **FRONT RANGE AUTO, INC – BROOMFIELD, CO**
Sales Support, 2004 – 2005

Answered all incoming calls, calculated and recorded large bank deposits, scheduled sales appointments, picked up and delivered vehicles and titles.

- ♦ **KEY INDUSTRIES – FORT SCOTT, KS**
Payroll and Shipping Coordinator, 2000 - 2003

Verified and accurately entered payroll for 100+ employees, responsible for managing the shipping and receiving of merchandise to national distributors, maintained current and accurate warehouse inventory, printed UPC codes using multiple software systems to ensure proper distribution and pricing for vendors.

- ♦ **HADLEY-MENDEL MANAGEMENT – DENVER, CO**
Property Manager, 1985 - 1999

Was promoted from Leasing Agent after only one year. Responsible for proper management for multiple HUD Section 8 apartment complexes. Interviewed, hired, trained, and supervised 100+ employees. Ensured HUD and OSHA compliance on all properties. Was responsible for rehabilitating 'problem' properties.

Education and Certifications

- ♦ **FORT SCOTT COMMUNITY COLLEGE – FORT SCOTT, KS**
CNA and CMA Certifications
GPA: 4.0
- ♦ **DENVER METRO COMMUNITY COLLEGE – DENVER, CO**
Associates Degree in Secretarial and Word Processing
GPA: 4.0