

Courtney Sommers

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Summary

Motivated office professional with proven skills in managing appointments, meetings and complete special projects. Skilled communicator and problem-solver with the adaptability to handle changing demands

Experience

White Tall Automation/ Herbert E & I | Longmont , CO **Office Administrator | 07/2022 - 03/2023**

Supported office staff by processing correspondence, documents and reports.

Daily billing for vendors in oil product lines.

Created purchase orders for vendors and did all receiving of purchase orders.

Organized computer files, sensitive documents, and home office supplies.

KLX Energy Services | La Salle, CO **Administrative Assistant | 07/2019 - 02/2022**

Supported office staff by processing correspondence, documents, and reports.

Daily billing for vendors in all product lines.

Created purchase orders for district managers in all product lines.

Did onboarding process for all new hires.

Organized computer files, sensitive documents, and home office supplies

Go wireless | Steamboat Springs, CO **Store Manager/Sales Manager | 08/2014 - 06/2019**

Set performance expectations for employees implemented improvement plans to reach target.

Promoted team-oriented culture with common sales, service and productivity goals.

Directed and maintained store merchandising standards to present organized and engaging store experience.

Established customer relationships to generate more business, maintain store profitability, and expand brand loyalty and recognition.

Carellis | Craig, CO **Head Waitress/Bartender | 06/2011 - 08/2014**

Explained daily menu offerings, drink specials and seasonal items and recommended options based on customers preferences.

Wrote patrons food orders on order slips, memorized orders, or entered orders into computers for transmittal to kitchen staff.

Set up tables with glassware, linens and silverware to prepare tables for service

Skills

Time management, Customer service, Computer literacy, Restaurant experience, Communication skills, Communication skills

Education

Mineral County High School | Hawthorne, NV
High school diploma | 06/1997