

Crista Lewis
Longmont, Co
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Personal Summary

A competent and organized individual who is able to work as part of a team and manage several priorities at any one time. I have a positive attitude, strong work ethic, and keen desire to learn and grow within a company. As a dedicated person I fully understand the importance of the HR department to any organization, and therefore aim to make any office effective and efficient as possible.

Right now, I would like to work for a friendly and exciting company that is looking for a HR Assistant who can reflect their values of excellence & quality.

SUMMARY OF SKILLS

Experience providing administrative support
Accuracy, attention to detail
Accounts Receivable / Payable / Collections
Order Processing / Data Entry
Customer Service / Support
Inventory
Conscientious and consistent work ethic
Strong organization and multi-task skills

WORK EXPERIENCE

WP Manufacturing (Longmont, Co)

HR Representative May 2017- December 2019

- Prepare and process all documents for new hires, resignations, and terminations.
- Conduct New Employee orientation
- Prepare all Annual and 90-day reviews
- Assist with all WC Claims and keep all information updated.
- Keep track of attendance and all verbal/written warnings.
- Assist with all Benefits and Open enrollment for all employees. Also, process payroll and enter all work, holiday pay, and PTO hours in payroll system (EPP Visual 8.0)
- Create Invoices for A/R and enter all check/money deposits into company account.
- Conducted Interviews and helped GM with hiring and firing

Administrative Assistant April 2014- April 2017

- Accounts Receivable and Payable
- Management Calendars
- Document Control Creation
- Purchase Order Data Entry
- New Employee Set Up and Insurance
- Employee Time and PTO Documentation
- Schedule and Organize all Inner Company Meetings
- Documentation of Material Safety Data and Material Certifications Sheets

- Mail Distribution
- Office Supplies

Turbo Tax Call Center

January 2014 – April 2014

- Assisted Customers with Tax Questions
- Assist with Turbo Tax Web Site Navigation
- Screen Share with customer to complete tax returns
- Data Entry
- Excellent Customer Service Phone Skills

Small Business Accounting Services

January 2008 – December 2013

Administrative Assistant:

- Accounts Receivable/Payable
- Invoicing
- Data Entry
- Phone
- Office Supplies
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Education:

Collbran Job Corps

January 1996 - January 1998

- Received my diploma
- Received trade certificate for Business Technology and 714 hours of on the Job training.

Frey Pryor Seminar Career Track

May 2016

- Received Fred Pryor Certificate for Newly Assigned HR Duties and Responsibilities

Other Experience:

Retail Sales, Collections, Telemarketing, Assembly

Computer Experience:

MS Word, MS Excel, QuickBooks, Outlook, Adobe, Internet, and ERP System Visual Infor 8.0

Office Equipment:

Phone Systems, switch board, Fax, Copier, Scanner, Check Scanners, Binder Machine, and shredder, laminator etc.