

# Cynthia R Parker

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## Summary

**Objective:** To seek an opportunity as an Administrative Manager within a local company.

**Career Summary:** Administrative professional with twenty-five plus years of experience with strong customer service, telephone, and interpersonal skills. Over the years I have been an administrative assistant, office manager, a bookkeeper, and an operations administrator. I am a dedicated team player and enjoy working with others.

**Skills & Abilities:** Strong computer skills and proficiency in the following PC applications; Microsoft Office, Word, Excel, Outlook, Publisher, Power Point, Viewpoint, Internet Explorer, Google Docs, Ship Station – limited Medical –Medisoft and Dentisoft, Accounting - SAP, MAS200, Peachtree, Extensive experience in QuickBooks, Other – Corel, CAD, Dispatched Experience.

**Fulfillment Manager** – Bon Bee Gourmet Honey Bars 06/2024 – present

Responsible for the day-to-day tasks of receiving online, Direct, and distributor orders. Packing and shipping these orders. This requires high level of accuracy using Google Docs, Ship Station, and online QuickBooks.

**Office Manager** – Bedrock Granite 08/2022 – 04/2024

Responsible for answering phones, scheduling appointments, dispatching Employees, AR/AP in QuickBooks, Sales, Ordering materials, order tracking, intake of deliveries, Special projects, responsible for customer satisfaction.

**Operations Administrator** – Sitewise Corp. 08/2017-08/2018

Responsible for creating job packets, customer service, scheduling, locate tickets, daily reports.

**Front Office Manager/ Lead Dispatcher** - Meiers Mechanical 11/2011 - 02/2017

Responsible for answering phones, scheduling appointments, dispatching Employees, AR in QuickBooks, Collection calls, Permit Applications, Special projects, responsible for customer satisfaction.

**Office Manager** - AA Plumbing Service 1988 – 04/2012

Responsible for answering phones, scheduling appointments, dispatching Employees, AR, Collection calls, Special projects, responsible for customer satisfaction.

**Education** - Front Range Community College — 09/2007 to 05-2011 Certificate in Medical Administrative Assistant, Certificate in Billing Specialist.