

Debra Vescio

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Temp Position Electro Optics, Boulder

Work Experience

Receptionist

Excelitas Technology

December 2021 to February 2022

- Previously Research

Receptionist

Center At Northridge - Westminster, CO

August 2018 to August 2021

Coordinator

Nanoplus America, Inc. - Boulder, CO

September 2017 to March 2021

Project Coordinator

Alpine Research Optics - Boulder, CO

October 2015 to June 2017

Receptionist

Electro Optics - Boulder, CO

October 2010 to October 2015

Purchasing Agent

Alpine Research Optics - Boulder, CO

October 2004 to October 2010

Skills

- Microsoft Word, Excel and PowerPoint
- Reception Area
- Cover the Phones, Greet Visitors, Clean and Organize Front Lobby
- Screened Visitors, Make Badges for Employees and Visitors.
- Copying New Employee Booklets.
- Scheduled Catering.
- Inventory, Receiving Problems, Packaged Products and Shipped.
- Scheduled Travel Arrangements.

- Tracked Chamber Time in Made to Manage. Work Experience

- Purchasing
 - Expediting
 - Invoicing
 - Printed Checks
 - Matched Copies of Checks to Invoices.