

DENVER NELSON



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Denver, CO 80239

PROFESSIONAL SUMMARY

Hardworking and passionate job seeker with strong organizational skills eager to secure customer service. Ready to help team achieve company goals. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

SKILLS

- Scheduling
- Database Management
- Report Writing
- Project Planning
- Supply Management
- Invoice Processing
- Customer Service

EDUCATION

Aurora West College Preparatory
10100 E 13th Ave, Aurora, CO 80010
• 05/2023

WORK HISTORY

Central Student Transportation - Office Assistant
3975 E 56th Ave Suite A20, Commerce City, CO 80022 • 04/2022 -
Current

- Completed clerical tasks such as filing, copying, and distributing mail.
- Interacted with customers by phone, email, or in-person to provide information.
- Maintained and updated office records, both digital and physical.
- Ordered office supplies and kept office stocked with needed resources to operate smoothly.
- Prepared and edited documents to produce precise, accurate and professional communication.
- Assisted with budgeting and financial management to keep office operating within budget.
- Monitored security to help maintain equipment, data and information safety.
- Input data into spreadsheets and databases.
- Kept office supplies well organized and sufficiently stocked, placing orders promptly to replenish materials before depleted.
- Edited and proofread documents for accuracy and completeness.
- Edited documents to keep company materials free of grammar errors.
- Compiled and analyzed data to produce reports.