

DOVIE DARRELL

432 Laurel Ave.
Eaton, CO 80615

Cell: 970-652-7805

Email: dovie_darrell@yahoo.com

OBJECTIVE: To secure a position that will utilize my skills and training as a Business Professional. I am seeking the opportunity to secure employment that will allow personal growth with the company based on my abilities, skills, and work ethics.

ADMINISTRATIVE SKILLS:

- ◆ Twenty years' experience in Administrative/Clerical field
- ◆ Purchasing
- ◆ Maintain vehicle rental, and maintenance logs.
- ◆ Work with Operations Admin/ Coordinator for timely PO and cost tracking analysis.
- ◆ Administered employee appraisals and reviews.
- ◆ Training as a Claims Specialist
- ◆ Trained in marketing and sales.
- ◆ Inbound/ Outbound phone sales
- ◆ Dispatched technicians to service locations.
- ◆ Accounts Receivable & Accounts Payable
- ◆ Credit Card Reconciliations
- ◆ Review each Field Operations Supervisors/ Technicians report for accuracy.
- ◆ Recruited and Job developed for over 400 clients.
- ◆ Mentored youth who have been negatively involved with the Judicial system.
- ◆ Assisted in Case Management and case filing for the Turning Point Program for Offenders

MANAGEMENT SKILLS:

- ✚ Responsible for managing and leading over 100 personnel.
- ✚ Delegated and supervised personnel activity in a multi function business
- ✚ Provided leadership skills and training to new managers.
- ✚ Mediator and liaison between line level staff and management
- ✚ Training and development of sales agents in phone sales

ADDITIONAL SKILLS:

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|------------------|------------------------------|
| ■ Typing 45 wpm | Data Entry |
| ■ 10 key 700 spm | Word Processing |
| ■ Bookkeeping | Multi-phone line Switchboard |
| ■ Filing | Office equipment |

SOFTWARE USED:

☑ OPERATING SYSTEMS: Win NT, 9x, 2000, ME, XP



Excel 2003.Ink



Outlook 2003.Ink



PowerPoint 2003.Ink



Publisher 2003.Ink



Word 2003.Ink

PEACH TREE

QUICKBOOKS

JOB LINK

INTER/INTRA-NET

EDUCATION & TRAINING:

Morgan Community College, Associate of Applied Science, **Associates** May 2009

Business Management/ Supervision, Morgan Community College, **Certificate** May 2006

Fort Morgan High School, Ft. Morgan, CO, **Diploma**

Trained in:

Accounting and Bookkeeping

Management Training

Conflict Management

P.A.C.E Training

Skills Transfer Training

WORK EXPERIENCE:

Service Project Coordinator

Elliott Parts & Services Inc.

Frederick, CO, 10/2021-02/2024

Purchaser

Mountain High Appliance

Louisville, CO, 05/2014-08/2021

Installation Coordinator

BSC Signs

Broomfield, CO, 06/2013-03/2014

ORGANIZATIONS:

Phi Beta Lambda, Morgan Community College, Secretary 2005-2007

Phi Beta Lambda, Morgan Community College, President 2007-2008

Phi Beta Lambda, Morgan Community College, President 2008-2009

REFERENCES:

Nicole DeBacker

3764 Eureka Way #5

Frederick, CO 80516

(720) 638-3864

Rachel Ryan

Englewood, CO. 80113

(720) 298-4454

Melanie Roth

Fort Collins, CO. 80521

(970) 534-5962

Megan Coffman

Brighton, CO. 80640

(720) 291-8595