

# Jacqueline Martinez

Fort Lupton, CO 80621  
[blummerz@yahoo.com](mailto:blummerz@yahoo.com)  
+1 970 660 7216

Authorized to work in the US for any employer

## Work Experience

---

### **Project Coordinator**

Freedom Fire Protection - Longmont, CO  
April 2021 to Present

Submit plans & drawings to municipalities for Permit. Track, and create packets with permit & pertinent job site documentation. Tool Talks, Close Outs, Greet customers, and communicate with General Contractors.

### **Document Control Admin**

Watermill Express, CO  
August 2018 to October 2019

- Managed a document control data base for sustaining engineer.
- Submitted for compliance to state agencies; drawings, manufacturing licensure & decals.
- Assist CO of Operations with market data, maintained municipality licensure for 850 units.

### **Administrative Assistant**

Front Range Fire Apparatus, CO  
November 2015 to August 2018

- A/R & A/P QuickBooks.
- Fleet Management.
- Warranty submission.

### **Inventory Control Clerk**

A & W Water, CO  
March 2013 to August 2015

Inventory control for pipe used in gas & oil industry.

### **Registrar/Secretary**

Weld RE-8, CO  
July 2008 to October 2013

- Maintained database of enrollment of district students-Infinite Campus
- Administrative support duties.
- Customer service.

06/96 Early Childhood Education / Aims, CO  
Non degreed.

## Education

---

### **High school or equivalent in Cosmetology**

Roffler Academy

June 1982

## Skills

---

- Advanced Excel skills
- Advanced Office Suite/Word skills
- Power Point presentations
- Database management
- Advanced QuickBooks
- Organization
- Document Control
- Document Scanning
- Data Entry
- Fleet management
- Oil & gas
- Payroll
- Administrative Experience
- Microsoft Office

## Assessments

---

### **Customer Focus & Orientation — Highly Proficient**

November 2019

Responding to customer situations with sensitivity.

Full results: [Highly Proficient](#)

### **Administrative Assistant — Highly Proficient**

October 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [Highly Proficient](#)

### **Organizational Skills — Highly Proficient**

May 2019

Measures a candidate's ability to arrange and manage files or records using a set of rules.

Full results: [Highly Proficient](#)

## **Basic Spreadsheet Proficiency with Microsoft Excel — Completed**

August 2018

Measures a candidate's knowledge of basic Microsoft Excel techniques, including sorting, formatting, and filtering of columns or rows.

Full results: [Completed](#)

## **Scheduling Skills — Highly Proficient**

May 2019

Measures a candidate's ability to cross-reference agendas and itineraries to avoid conflicts when creating schedules.

Full results: [Highly Proficient](#)

## **Work style: Reliability — Expert**

March 2020

Tendency to be dependable and come to work

Full results: [Expert](#)

## **Filing & organization — Highly Proficient**

January 2020

Arranging and managing information or materials using a set of rules.

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.