

Ms. Jazmine Porras

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No Anglem, Thornton, CO

1st Shift.
7-4/8-5.

Office admin, executive, communications.

Objective/Profile

Personable Business Professional. With 10+ years of Executive Administrative support experience. I take initiative in all opportunities available to me. A positive resource to both buyer/seller markets. I am Flexible and versatile- Accustomed to producing accurate projects and timely reports, in a deadline driven environments. Efficient in maintaining positive outlook and ideas under pressure. Self-sufficient and plan, organize and implement multiple projects simultaneously. Attentive to detail and highly accurate, coaching, oral and human relation skills,

Seeking a long term growth oriented position which will allow me to both further utilize my skills and acquire new abilities as Office Manager or Project Manager, as well as Executive Administrative support.

Skills Summary

Providing a higher level of excellence as Office Manager , Project Manager and Business entrepreneur with excellent customer service based care. Front office operations for over 10+ years written correspondence, travel arrangements, scheduling appointments and meetings. Executive level staff support. Certificates in conflict resolution as well as job training and readiness, DOT certified from CMCA Colorado Motor Carriers Association. Trained in most Safety sensitive functions regarding FMCSA rules and regulations.

Previous Employment

\$15 minimum. \$17-18/hr

April 2017-April 2018 Artwork Auto and Contractors Denver, CO
Office Manager

distributor.

built/gundup.

paint protection, filing

Lawyer,

Helped develop the business from the concept to the storefront and manage all daily operations. -Contact 3M corporation and request guidelines to become and Authorized Dealer for Auto tint and paint protection films and products, filled out all the proper contracts and fillings for the state required licenses such as taxes, usps, distribution companies, set up purchasing accounts with other vendors, accounting for all sales and expenses create weekly and monthly expense reports. Drafted invoices and contracts for Auto sales and contractor services. Create all marketing platforms and ads such as. Facebook, Instagram, Craigslist, newsletters, flyers and storefront signs. Correspond with customers regarding for auto tint, auto detailing, and home construction request regarding pricing, scheduling, and payments. 2nd hand tinting technician and auto detailing servicer. Manage 3 contract mechanics and 2 hourly employees.

aluminum 2 mechanics shopkeeper.

Sales tax, expense reports.

outsourced to Mac Contracting.

September 2016- January 2017 City of Aurora (Contract)

Executive Administrative Technician- Human Relations Commission

transcribing, correspondence,

-Compiles and prepare a variety of materials, documents, and correspondence including proclamations for NAACP, Veterans Affairs Commissions, Human Relations, Dr. MLK Commission, and Aurora Community of Faith, Aurora Key Community Response Team and Race Forum Committees.

Setting up meeting, minutes, organizing.

-Develop and maintain a variety of filing and record keeping systems

-Prepares and keys a variety of reports, statistical data, memorandums, council request documents, meeting preparation and request

Memorandums.

-Assist in preparations for workshops, meetings and City events including arrangements for presentations and catering.

-Serves as receptionist, maintains office supplies, responds to general inquiries, weekly expenses and tracking reports

-Prepares printing and graphics request and other materials needed for Boards and Commissions

-Corresponds monthly meeting notifications, agendas, minutes, and sets up meeting for each group

-Schedule meeting reservations for the year and assists in planning of meeting agenda, events and calendars

-performs additional duties as assigned, and attends all City related meetings.

Lydia Taft. - manager.

January 2016- August 2016 Meridian Medical staffing Inc. Denver, CO

Healthcare Recruiter Manager

-Contact new applicants and new leads for Travel RN, contracts. Client liaison for facilities and client nurses to establish if the - candidate specialty, backgrounds and credentials fit request. Qualify if the candidate will be a great fit for the facility's needs. Providing support and detailed information to the nurse or specialist clients for a confident commitment to the contracts we are placing for. Credentialing, references, medical/

immunizations, certificates, Licensures, and full back rounds as well as verifications of references. High level of customer service for working nurses on assignments for pay issues, tax advantage support, benefits and facility needs and problem solve with Client nurses for customer satisfaction. Build a network of potential and long term clients and be a resource for professional growth long term. 100% daily communication with clients and prospective leads. Average company sales of 138,000 in just 5 months. *Very driven and committed to excellence in my performance as a recruiter.

June 2015 – December 2015 US Nursing Inc. Denver, CO

Healthcare Recruiter Manager

- Contact all leads and applicants via e-mail and phone, verify all active licenses and credentials and update in system, Qualify or -- disqualify all leads and new applicants, log all new applicants attempt to contact within 1 hour of lead arrival with 3 attempted contact in the first 3 days, explain fully regarding company information and assignment information the what, where, compensations, time cards, contacts and any other support to nurses or medical staff to support the team and client.

January 2013 – December 2015 Top of the Line Cleaning Co. Denver, CO

Owner/ Manager

- Owner and Operations Manager for Commercial and residential cleaning services.
- Managing day-to-day service contracts, project planning, and quality assurance.
- Business development working with prospective clients assessing needs and negotiating contracts services and facility layout.
- Quality assurance with dedicated clients, cleaning inspections and property inspections to make sure clients are in compliance and satisfied.
- Setting and reviewing budget and managing company cost and payroll and inventory.
- Marketing, Accounts Receivable and Accounts Payable.

April 2015- May 2015 (Temp) Fidelity Escrow Processing Unit, Inc. Denver, CO

Escrow Processor

- Review files for Heritage Title, Chicago Title and Fidelity Title in EPU
- Research with banks and lenders for resale of liens, payoffs, and Tax Certificates.
- Communicating with correspondence such as interior departments and closers and clients to identify and obtain missing or uncertain information's regarding required documents for Closing.

May 2014 -April 2015 Navajo Express, Inc. Denver. CO

Director of Orientation and Driver Development

- Connect with out of state terminals via video feed, greet and welcome drivers and take attendance send out class report to operations department, collect qualifying credentials such as drug screens, Physicals, road tests, prepare new drivers with orientation paperwork and assist in recruiting paperwork. Set up video presentations and introduce department presenters. Convey company policies as well as FMCSA, CSA, and Hazmat uniform rules and regulations and any other safety training such as E-LOGS, QUALCOMM, comdata cards and company Macros support to ensure clear objectives and guidelines for day to day operations, maintain liability for the company business credit cards and all other expense reports associated with orientation and training materials. . Contact new drivers for follow up support, additional training and assist in any issues. Provide feedback to all departments regarding new drivers, professional input, and update. Develop, revise and publish all training curriculum and materials such as power point presentations, training documents and other demonstrations. Maintain a strategic and supportive working relationship with all departments to keep up with company updates to best convey and identify company policies and procedures. While aligning training curriculum with industry standards, maintain consistent knowledge of professional development through reading, networking, and classes to ensure updated knowledge of instructional methods and industry practices.

September 20013- May 2014 Beco Inc. Denver CO

Director of Safety//Driver Recruiter (full-time)

- Lead and oversee all aspects of development, implementation, standardization (where appropriate), and management of the Company's DOT Trucking Compliance Programs, including CMV Files, DOT Driver Qualification Files,

• DOT Drug/Alcohol Programs, Vehicle Inspections, Hours of Service, etc.-Develop and implement standardized processes for Driver Background Checks, Pre-Employment Medical Screening & DOT Physicals, Previous Employer Release of Information, etc. in coordination & conjunction with HR, EH&S, and Operations Personnel

-Work with Operations Personnel to implement and manage detailed, proactive systems to ensure compliance with Federal and State DOT Trucking regulations and Company requirements, with a strong emphasis on a Management Systems approach to compliance. -Review pending and upcoming changes to Federal & State DOT Trucking regulations to ensure the Company is prepared for future compliance requirements. Develop and communicate impact summaries of future regulatory changes to EH&S Leadership and Operations Management. - Lead and oversee all aspects of development, implementation, standardization (where appropriate), and management of the Company's Health & Safety Compliance and Risk Management Programs for Area of Responsibility (AOR). -Review pending changes to Federal, State, and Local Health & Safety regulations to ensure the Company is prepared for future compliance requirements. Develop and communicate impact summaries of future regulatory changes to H&S Leadership and Operations Management. - - Conduct Trucking & Transportation applicability determinations, compliance audits, and risk assessments to ensure effective and sustainable implementation of Regulatory and Company requirements at each of the truck shops/yards. Earned the following certificates while with Beco Inc.

-Certified as DER (Designated Employer Representative) DOT certificates earned with Colorado Motor Carriers Association.

-Interventions, Investigations, Reviews & Audits certificate

-Drug/Alcohol Rules & Regulations certificate

-Interventions, Investigations, Reviews & Audits certificate

-DOT Files & Paperwork certificate

-Drug/Alcohol Rules & Policies certificate

-DOT Compliance certificate

-HOS / Logs certificate

April 2005- Dec 2016 Robert Half legal/ Office Team Denver, CO

Executive Administrative Assistant /Legal Assistant/ (full-time)

Receptionist/ HR assistant-payroll

-Typed all company correspondence, payroll, HR filing of policy documents, and resume review for candidates.

-Schedule and coordinate meetings, events, interviews and appointments.

-Sort, screen, review, and distribute incoming and outgoing mail.

-Handle office supplies, inventory and shipping services.

-Provide administrative/secretarial support for the department/division such as answering telephones, assisting visitors, and resolving and referring a range of administrative problems and inquiries.

Education

January 2010-May 2013 Metro State Community College- Bachelor's in Business Management and (HR)

References available upon request.

