

Jennifer Danforth

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970.581.3506

Detail-oriented, performance-focused, and multifaceted professional, offering broad-based experience in office administration, administrative services, customer service, and organizational leadership within the healthcare and business settings.

Adept at overseeing operational functions, fulfilling increasing levels of responsibilities, and analyzing procedures to achieve set-forth goals and objectives. Recognized for integrity, unparalleled work ethic, and organizational skills in handling multiple priorities and tasks within fast-paced and highly demanding environments. Armed with excellent interpersonal and communication aptitudes in establishing and maintaining productive relationships with individuals of diverse backgrounds.

Authorized to work in the US for any employer

Work Experience

Administrative Assistant/Office Manager

ASPENRIDGE RECOVERY - Fort Collins, CO
August 2019 to Present

- Manage office setup for clinical trainings and group sessions
- Take full charge of checking voicemail and performing callbacks; sending follow up emails; performing vitals on clients, executing UAS, and completing registration
- Provide administrative support in organizing group rooms for executive meetings; checking all paperwork and applications; as well as verifying and scanning insurance checks in coordination with the Financial Team
- Render assistance in ordering all office supplies and ensuring maintenance of stocks

Account Receivable Specialist

GSI - Fort Collins, CO
January 2017 to August 2019

- Held responsible for opening all mail and recording payments into the system
- Fulfilled key tasks in collaborating with all finance departments, I administered spreadsheets, and handling customer service calls

Manager/Team Lead

NOODLES AND COMPANY - Fort Collins, CO
December 2015 to March 2017

Assumed full accountability for employee hiring and training, guest relations, as well as daily cash flow monitoring and processing

- Provided excellent customer service by properly handling orders, answering product concerns, and resolving various complaints and unique issues

Office Manager/Shipping Supervisor

RENAULD NATURALS I - Loveland, CO

March 2015 to January 2017

- Maintained interaction with the team in handling daily orders and ensuring timely delivery of products
- Supervised the Labeling Department in charge of guaranteeing proper label of all products
- Managed accounts receivable and payable including payment processing and invoice distribution and updates
- Worked closely with various shipping companies, such as USPS, UPS, FedEx, and international firms for company orders
- Identified and addressed variety of customer service needs, requests, inquiries, and disputes

Waitress

THE CHEESECAKE FACTORY - Boulder, CO

November 2010 to May 2013

Waitress/Bartender

CARRINO'S - Longmont, CO

June 2007 to February 2009

Education

ASSOCIATES OF ARTS in SOCIOLOGY

FRONT RANGE COMMUNITY COLLEGE - Longmont, CO

ASSOCIATE OF ARTS in FOOD SCIENCE/CULINARY

THE ART INSTITUTE OF COLORADO - Denver, CO

Skills

- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint) Teams Kipu Zoom QuickBooks Kashi Treatment Express Treatment Management System (TSM) Advanced CS Go Merchant
- Accounts Receivable
- Guest Services
- Office Administration
- Office Management