

Jennifer Encinias

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PROFESSIONAL SUMMARY

Skilled team player with strong background in office and production environment. Works well independently to handle assignments and always ready to go above and beyond basic requirements. Extremely fast learner with excellent computer skills and knowledge.

EMPLOYMENT

Assembly Line Operator – 2018 to 2020

Sparton Medical Systems – Frederick, CO

- Visually inspected devices for defects and placed defective items into a reject bin.
- Followed detailed assembly instructions, processes, and procedures.
- Tested products and subassemblies for functionality and quality.
- Kept work area clean, neat, and organized, which prevented accidents, mishaps and misplaced tools.
- Analyzed blueprints and work orders to understand specifications and complete accurate assembly of medical equipment.

Dome Analyst/Machine Operator – 2017 to 2018

Snaptron – Windsor, CO

- Managed daily tasks consistently and sought out opportunities to go beyond requirements and support business target.
- Coordinated confidential product information, including descriptions and specifications of proprietary designs and product development schedules.

- Maintained sterile environment in clean room by using detergent-based cleaners to remove dirt and grime from surfaces.

Customer Service Agent – 2016 to 2017

Press One – Fort Collins, CO

- Answered inbound calls to greet and assist customers with various needs and questions.
- Communicated with clients over various platforms such as phone, email and on-line chat.
- Addressed customer concerns and complaints, resolving issues quickly and efficiently.
- Issued refunds, merchandise exchanges, and price adjustments in compliance with company policies.

Property Manager – 2015 to 2015

Armada Properties – Loveland, CO

- Monitored work orders for maintenance needs and executed 24-hour follow-ups to verify completion.
- Oversaw and advised on leasing operations, leasing application process, addendums, screening process, and approval criteria.
- Facilitated timely collection of all rent, late fee, and utility payments.
- Issued eviction, 3-day, and lock-out notices, and filed evictions according to established time requirements.
- Reviewed upcoming lease expirations and followed up with tenants on renewals.
- Coordinated maintenance schedules and facilitated completion with maintenance team.
- Promoted community amenities and available units on social media platforms and rental boards to achieve full occupancy.
- Purchased building and maintenance supplies, equipment, and furniture.
- Oversaw office finances by working within AppFolio to track expenses, accounts, and liabilities.

Office Biller/Auditor - 2014 – 2015

Reliable Field Service – Greeley, CO

- Determined the efficiency, effectiveness and compliance of accounting procedures through thorough inspections.
- Prepared itemized bills, statements, and invoices and recorded amounts due for services rendered.
- Verified accuracy of billing data by researching and revising errors.
- Reviewed documents such as sales tickets, purchase orders, and charge slips to compute charges due.
- Created list of late charges and payments and collated them for follow-up by collections team.
- Used QuickBooks and ADP to track changes in accounting records and add new bills.
- Trained new employees at supervisors' request.

Accounts Payable Coordinator – 2013 – 2014

Crop Production Service – Loveland, CO

- Processed AR credit rebates to appropriate accounts according to accounting spreadsheets
- Created files for new vendors and kept all vendors information up to date.

- In charge of distributing work to team through outlook.
- Trained new hires to perform different functions and duties.
- Maintained good working relationship with co-workers and management.

Accounts Payable and Accounts Receivable Specialist – 2012 - 2013

Agrium Advanced Technologies – Loveland, CO

- Cross-checked and verified accuracy of invoices and requisition forms before sharing with clients.
- Analyzed and audited cash receipts and updated customers' accounts accordingly by posting cash receipts, checks, and bank deposits in relevant databases or computer systems.
- Kept an accurate accounting of cash, credit transactions, and check payments.
- Entered invoices into company accounting ERP systems.
- 3-way matching of purchase orders, Invoices and checks.
- Maintained vendor and contractor records and kept proper W9 documentation on file.
- Coded and entered invoice data to accurately track invoice status and payments rendered.
- Processed daily invoices and payments to keep accounting records current.

EDUCATION

Danbury High School
Danbury, Connecticut
Graduated 1999