

Jessica Montanez

Administrative Assistant

Westminster, CO 80020

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Authorized to work in the US for any employer

Work Experience

Administrative Assistant

M&E Demolition Inc - Westminster, CO

May 2020 to Present

- Quickbooks data entry
- Bill pay and organization
- Prepare and send invoices
- New employee paperwork

Tax Professional

H&R Block - Federal Heights, Colorado

October 2018 to April 2019

- Conduct face-to-face tax interviews with clients
- Prepare complete and accurate tax returns
- Generate business growth, increase client retention, and offer additional products and services

Temporary HR Data Entry Specialist

Express Employment Services - Northglenn, CO

November 2011 to May 2012

- Filing employee documents and maintaining filing system for HR
- Electronic scanning to update system
- Backup receptionist
- Insured all employee documents where filled out accurately
- Achieved scanning all employee files into Liberty school system
- Advanced from data entry to helping prospect employers fill out applications and backup receptionist

Front office assistant

Denver Cascade Mobile Home Park - Federal Heights, CO

August 2008 to August 2009

- Processed rent payments
- Data entry in Quickbooks, Word, and Excel
- Translated paperwork and communication with spanish speaking residents
- Assisted with lease agreements
- Updated and created excel worksheets that made it easier to find resident information
- Received a raise for excellent work

Admissions Coordinator

Kaplan College - Thornton, CO

December 2006 to June 2007

- Review student applications
- Request of documents
- Managed student files
- Weekly reports
- Backup receptionist
- Accomplished to organize the flow of documents when there was no order.
- Fast learner in system for reports.

Contract administrator

Incode Tyler Technologies - Lubbock, TX

July 2005 to October 2006

- Contract management to ensure error free documentation for government software sales
- Prepared and sent invoices
- Updated database
- Backup receptionist for 200 telephone line
- Praised for always having everything done in an efficient and effective manner.
- Cultivated relationships with nationwide sales team and clients.
- Received a raise for doing great work.

Education

Administrative Assistant Certificate

International Business College-El Paso - Lubbock, TX

2004 to 2005

Skills

- Microsoft Word, Excel, and Power Point certified (10+ years)
- Excel (10+ years)
- Tax Experience (Less than 1 year)
- Office Administration (10+ years)
- Microsoft Outlook (5 years)
- Budgeting (5 years)
- Translation (10+ years)
- Accounts Payable (2 years)

Languages

- Spanish and English - Fluent