

Jessica Wilson

Administrative Assistant

Thornton, CO 80233

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720-215-9524

Work Experience

Administrative Assistant

Sturgeon Electric - Henderson, CO

April 2017 to August 2018

Processed payroll weekly.

Generated monthly invoices for subcontractors and general contractors.

Worked with the safety department to create monthly safety reports.

Ordered any and all safety related PPE and first aid items.

Recorded all quantities received for the General Contractor.

Worked directly with the client to ensure Customer satisfaction.

Managed Security airport badging for staff.

Administrative Assistant

RES Americas - Broomfield, CO

December 2008 to December 2016

Responsible for maintaining and keeping front desk organized.

Worked in the wind farm field for 2 projects as the Site Administrative Assistant.

Worked with hotels and event centers to accommodate our needs.

Back up Assistant to both the Executive and Legal Assistants.

Coordinated travel Domestically and Internationally.

Entered and processed payroll expense reports for the CEO, COO and Senior VP of Development.

Answered a multiple line phone system.

Managed a remodel of 4 suites successfully.

Worked closely with all of the departments for any of their administrative needs.

Responsible for all new hire documentation including setting up any and all benefits.

Processed payroll weekly for 100+ employees.

Handled all of the Superintendent and General Foreman's administrative requirements.

Organized office meetings and Holiday Parties.

Managed any and all communication with multiple clients in each region.

Held bi-weekly town hall meeting with the local Landowners/Customers with the presence of the clients.

Traveled throughout my assigned region to ensure our Customer's needs were being properly met.

Command Center Coordinator

Compucom - Charlotte, NC

January 2006 to August 2008

Coordinated the cable installations for Wachovia and Bank of the West.

Worked over the phone with technicians installing cable during the Wachovia conversion. Worked on administrative projects as needed.