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OBJECTIVE: A highly motivated, mature individual, seeks position to utilize education and on the job training, continually improving current skills sets, assuming more responsibilities while doing so, working towards the goal of attaining a position offering potential for growth

EMPLOYMENT HISTORY:

Office Manager 3/15/2019 – 10/04/2019

Employer: Zima Landscapes

140 S. Elati St., Denver, CO 80223

Salary \$16.50 per hour, 40 hours/week

Opened office daily, reception, phones, customer service, bookkeeping with QB's, lien releases, pay apps, ordered supplies (office and field), HR responsibilities, run errands, relayed messages, set up "811 Denver Locates", cleaned office weekly

H.R. Manager 3/15/2017 – 3/01/2019

Employer: Walls by Design

455 S. Platte River Dr., Denver, CO 80223

Salary \$16.00 per hour, 40 hours/week

Opened office daily, phones, dealt with all issues and concerns from customers, replied to all 'Contact Us Forms' that had been received through the website the prior evening, scheduled estimates, sent out Confirmation 'and Project Review' emails, processed by-weekly payroll through on-line QB's, including bonus' and commissions, for approximately 30 employees, managed all aspects of HR concerning new employee'; including I-9's, background checks, and employment verifications when needed. My position was eventually eliminated as the owner had new software developed which cut my hours down quite significantly, causing me to look elsewhere for employment, however, I did stay on with WBD for quite some time consulting with the owner, on what would need to be done to improve the software to where it ran as accurately as possible, and with as little time required by him to do so, of which I was paid \$20 per hour for approximately 15 hours of work each week

Administrative Assistant/Bookkeeper 4/27/2015 – 2/05/2016

Employer: M. Teixeira Soapstone

1441 W. Bayaud Ave., Unit 3, Denver, CO

Salary: \$17.00 per hour, 40 hours/week

Opened, and closed office, reception, payroll, assisted w/HR, data entry, assisted w/A/P, files, emails, maintain all office equipment and supplies, incoming & outgoing mail, prepared stone samples for shipments, errands, bank deposits, customer service, sales assistant

Office Administrator/Manager 04/13 – 02/15

Employer: Burgess Services, LLC

5500 E. Yale Ave. Ste. 201, Denver, CO

Salary: \$15.00/per hour, 32 hours/week

Maintained CEO's schedule through the use of I-Cloud and iPhones that had been synced (including itineraries), maintained, monitored, replied to, and sent out invites through the CEO's email accounts, distributed all incoming, and reviewed outgoing correspondence for the correct punctuation, typos, and proper postage, printed/scanned and maintained all files concerning employees/projects/contracts/etc. which included both soft and hardcopies) made sure time sensitive requests required by the CEO had been responded to within the specified time frame, made and kept records of all confirmations concerning travel arrangements, events, conferences, organized and planned all meetings, office events, and parties (including menus), researched and gathered information requested by the CEO, scheduled viewings for new office locations, presented CEO with findings and which would be most suitable for the company' needs, coordinated move, initiated and directed all office remodeling, purchasing of furniture, office equipment and updates requested by CEO, properly disposed of all unnecessary information that could possibly result in fraud, assisted with project proposals for CEO and CFO, maintained all office equipment, remotely assisted outsourced IT personnel concerning any issues with this equipment, ordered and maintained supplies (office, kitchen, and field), and were readily available when needed, coordinated all deliveries, and confirmed everything ordered had been received, monitored Colorado State Certified Payroll system for 30 subcontractors, kept a non-compliance worksheet concerning each of these subcontractor', informed each of the subcontractors when they were not in compliance with State regulations, followed through, and confirmed non-compliance issues were corrected before payments would be dispersed, answered, and directed callers to appropriate person in regards to their specific needs, greeted and directed visitors to appropriate personnel, maintained website for possible interests in employment and requests for information, distributed voice mails to proper office personnel, worked closely with outsourced vendors concerning any business needs, notarized documents, opened and closing of office, notarizing documents when needed, processed all new hire paperwork and files, assisted all customers with any concerns they might have, following through to completion in order to make sure they had the best experience possible while dealing with the company

Payroll Specialist 01/08 – 01/09

Employer: First Revenue Assurance

4500 Cherry Creek Dr. S., Denver, CO

Salary: 13.50/per hour, 25 – 30 hours/week

Performed bimonthly payroll for 75 – 125 employees, assisted employees with any concerns or questions they had regarding dependents, garnishments, insurance, etc., data entry, answered phones, and directed to appropriate personnel depending upon concerns or issues, assisted with HR (applicants, testing, insurance sessions) ordered and made sure all office supplies were readily available, scanned and filed electronic correspondence, archived hardcopy files

Administrative Assistant/Payroll Clerk 11/2006 – 12/2006

Employer: Hristopoulos & Company

8480 E. Orchard Rd., Centennial, CO

Salary: 12.00/per hour, 40 hours/week

Prepared outsourced payroll for many different companies, scanned and filed documentation, distributed all incoming mail to correct department or personnel, greeted and directed customers to appropriate office personnel, whether in person or on the phone, archived, and implemented

new filing systems, made sure office was tidy at all times

Education:

Community College of Denver December 2012

A.S. Degree, Science – Honors Graduate, GPA: 3.70/4.0

Certifications:

Administrative Assistant, Denver, CO

Accounting I & II, Denver, CO

Notary

Training:

LCP Tracker

City & County of Denver Certified Payroll System On-Line Training Webinars, Denver, CO

QuickBooks – 2 Day Intuit On-Line Training

QuickBooks Intuit On-Line Training Webinar - Denver Metro Chamber of Commerce, Denver, CO

Procore Certified

Computer Skills:

Adobe – Intermediate

Ceridian – Intermediate

Microsoft Office

- Access – Beginner
- Excel – Intermediate
- Outlook – Intermediate
- PowerPoint – Beginner
- Word – Intermediate

I-Cloud – Beginner

QuickBooks- Intermediate

Rackspace – Intermediate

Typing – 55- 60 WPM

10-Key - By Touch

Drop Box