

Kacee Sanders

Eaton, CO 80615

kaceesanders3_3x7@indeedemail.com

+1 970 815 6665

Organized profession with 8+ years of administrative experience; including 2 years of Escrow processing and 5 years of parts management. High proficiencies in Excel and SAP. Proven ability to organize and accomplish projects, meeting tight deadlines and recognized for improving office systems and processes.

Authorized to work in the US for any employer

Work Experience

Parts Manager

Crash Champions - Greeley, CO

September 2021 to Present

Order and receive all parts for an auto body shop. Formerly Auto Collision Specialists..

Parts Manager

Power Equipment Company - Greeley, CO

January 2021 to August 2021

- Order and receive parts for 11 service techs both in the field and in the shop.
- Maintain warehouse, stock orders, cycle counting and parts delivery.
- Supervise a team of 5 employees in warehouse and sales counter.

Team Member

Doug Rajotte State Farm Agency - Loveland, CO

December 2020 to March 2021

Licensed producer, servicing and sales of State Farm products

Scheduler

First Point Construction & Restoration - Milliken, CO

July 2019 to December 2020

- Schedule 10 - 15 sub-contractors to work in residential/commercial properties.
- Led the company in transitioning from Google calendar to T-sheets for scheduling/time tracking, streamlining billing processes.
- Implemented inventory tracking system for 200+ tools/equipment.
- Maintained small fleet, getting all units back on track with routine services/preventative maintenance.

Parts Manager

H&E Equipment Services - Greeley, CO

May 2017 to July 2019

- Researched, purchased and received parts for 8 mechanics and a fleet of 400+ units.
- Revamped entire department to assign bin locations for all revolving inventory.

- Performed monthly cycle counts.
- Maintained inventory and monitor movement.
- Assisted the Service Manager writing work orders and scheduling services.

Escrow Processor

Unified Title Co - Greeley, CO

January 2015 to March 2017

- Processed refinance and purchases for a title insurance company.
- Started with zero experience and was ready to work on my own in 2 weeks.
- Recognized for improving several processes by using mail merge and spreadsheets.

Education

A.A.S. in Medical Administrative Assistant

Aims Community College

Skills

- Office Management
- Escrow
- Supervising Experience
- Scheduling
- Inventory Control (2 years)
- Accounts Receivable
- Management
- Sales
- Customer service
- Accounts Payable
- SAP Materials Management (2 years)
- Auto service management
- Insurance sales
- Microsoft Excel
- Leadership
- Procurement
- Microsoft Word
- Project Management
- CCC One (3 years)
- Purchasing

Certifications and Licenses

Notary Public

July 2020 to August 2024

Property and Casualty License

January 2021 to April 2024

Licensed for property and casualty.

Life and Health Insurance

February 2021 to April 2024

Licensed in the state of Colorado to produce life and health insurance policies.

Assessments

Customer Focus & Orientation — Highly Proficient

November 2020

Responding to customer situations with sensitivity

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.