

Kathy Lauren Butner

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Authorized to work in the US for any employer

Work Experience

Office Administrator

Bloom Floralscapes - Englewood, CO

March 2021 to Present

Accounts payable, statement reconciliation, aging/collections, monthly billing, and timekeeping. Contract management from proposal stage through execution. Interview non-exempt candidates, hire & process non-exempt new hire paperwork, provide swag to new hires, issue uniforms. Prepare packages for shipment. Perform inventory of swag and office supplies, order supplies. Heavy data entry. Coordinate travel itineraries (airline, hotel, shuttle/rental car). Schedule routine maintenance of office equipment. Manage company staff events. Coordinate travel itineraries, to include air and ground transportation, lodging. Complete expense reports upon completion of travel or routine expenditures of staff.

Front Office Administrator & Acting Operations/HR Manager

Bruce Mechanical

2020 to 2020

Administrative Assistant

Protecto Wrap

2018 to 2020

Front Office Administrative Assistant

Correctional Health Partners

2016 to 2018

Front Office Administrator

Lowry Park/Uptown Healthcare

2014 to 2016

Executive Assistant

The Sports Authority

2009 to 2014

Education

Some college: Accounting, Business Law, Business Communications

Speedway High School - Speedway, IN

Skills

- Warm Customer Service Spirit
- MS Office Suite (advanced)
- Deadline Driven/Multi-tasker
- Organized
- Good With Numbers
- Detailed
- Human Resources
- Office Administration
- Guest Services
- Office Management
- Personal Assistant Experience
- Human Resources Management
- Office Administration
- Financial Report Writing
- Payroll
- Quickbooks
- Aspire (2 years)
- Concur

Certifications and Licenses

Professional In Human Resources

Assessments

Administrative support professional fit — Proficient

June 2020

Measures the traits that are important for successful administrative support professionals.

Full results: [Proficient](#)

Data entry: Accuracy — Expert

May 2020

Entering data quickly and accurately

Full results: [Expert](#)

Customer focus & orientation — Highly Proficient

August 2020

Responding to customer situations with sensitivity

Full results: [Highly Proficient](#)

Administrative assistant/receptionist — Proficient

May 2020

Using basic scheduling and organizational skills in an office setting.

Full results: [Proficient](#)

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