

Lynn14@gmail.com

720-417-6759

Denver, CO 80014

## Skills

- 10-key proficiency
- Recordkeeping and bookkeeping
- Proficient in MS Office: Word, Excel, Outlook, PowerPoint
- QuickBooks knowledge
- Types 65 WPM
- CRM and office management software
- Payroll and benefits administration
- Strong multi-tasking skills
- Organization and efficiency
- Employee training and development
- Scheduling and calendar management
- Accounts payable and receivable
- Invoicing and billing
- Accurate data entry
- Attention to detail and problem-solving skills
- Customer and client relations
- Verbal and written communication skills

## Education And Training

### **Some College (No Degree) :**

Business Administration & Psychology

### **Metropolitan State University Of Denver**

Denver, CO

- Completed General Studies coursework
- Full Academic Scholarship Recipient

01/2003

### **High School Diploma :**

### **Northglenn High School**

Northglenn, CO

- 3.96 GPA
- Honor Roll every semester
- Student Council Member

# Kerry Alarid

## Summary

Motivated Administrative professional with solid background in high-volume office environments focused on delivering exceptional clerical and operational support for business professionals. Energetic and reputable individual possessing strong work ethic, professional demeanor and superb initiative. Exceptional customer service and decision-making skills.

## Experience

### **Summit Laboratories, Inc. - Assistant Manager Of Operations**

Denver, CO

02/2020 - 03/2021

- Tracked expenses and entered deposits into QuickBooks while reconciling monthly bank accounts to verify accuracy.
- Processed and sent monthly invoices to customers on standard billing cycle and monitored past due accounts and pursued collections on outstanding invoices.
- Updated calendars and scheduled deliveries based on destinations and timelines to maintain efficiency.
- Prepared packages for shipment by generating invoices and setting up courier deliveries.
- Prepared accurate shipping orders and bills of lading to direct and route materials.

### **Loreety Estore - General Manager Of Operations**

Denver, CO

09/2019 - 04/2020

- Took pictures of the products and created multiple sales listings online.
- Prepared accurate shipping orders and bills of lading to direct and route materials.
- Implemented cost-effective methods, carriers and routes to optimize shipping and receiving strategies.
- Delivered fast, friendly and knowledgeable service for routine questions and service complaints.

### **Signia Marketing - Office Manager/ Floor Supervisor**

Westminster, CO

03/2016 - 06/2019

- Processed, tracked & reconciled all AT&T orders for our 3 sites.
- Completed bi-weekly payroll with monthly commission and bonuses for 75+ employees.
- Increased percentage of completed installations by 10% or more every month.
- Interviewed applicants, recommended individuals for hiring and evaluated staff performance.
- Delegated tasks appropriate to individual employees to provide development opportunities.