Kim Mendias

Administrative Assistant Extern - Doherty Law Office

Loveland, CO 80538

kimmendias9_nnk@indeedemail.com - 970.619.9901

To obtain an administrative or accounting position where my strong knowledge of the accounting and business field
may be fully utilized.
oriented and self-motivated
• Outgoing, friendly and great team player
• Strong active listening, critical thinking skills and communication skills

WORK EXPERIENCE

Administrative Assistant Extern

Doherty Law Office   -   Longmont, CO   -

2017-04 - Present

• Front office administration including reception, phones, filing, scheduling, office equipment
• Analysis of file system compliance, on-site to off-site filing transitions, document scanning

Shift Leader

SmashBurger   -   Loveland, CO   -

2015-04 - 2017-01

• Handled customer relation issues in a gracious manner and in accordance with company policies
• Handled inventory, managed opening and closing procedures according to company policies

Cashier

Smoker Friendly   -   Loveland, CO   -

2013-10 - 2015-01

• Priced merchandise, stocked shelves, and took inventory/supplies
• Handled all customer relation issues in a professional manner and in accordance with company policies

Assistant Store Manager

Dollar Tree   -   Loveland, CO   -

2011-09 - 2012-06

• Accounted for damaged items within the store, assisted management on deliveries and ordering
• Completed all point of sale opening and closing procedures including cash register inventory

EDUCATION

Business Administration & Accounting Degree

Institute of Business and Medical Careers College - Longmont, CO

2016-09

SKILLS

45 WPM, cash, cash register, customer service, etiquette

CERTIFICATIONS/LICENSES

Notary Public

2017-07 - 2021-07

ADDITIONAL INFORMATION

SKILLS
• Established excellent organization skills and attention to detail
• Skilled in problem solving and time management
• Excellent interpersonal skills, office etiquette and phone customer service
• Proficient in Microsoft Word, Excel, PowerPoint and Outlook
• 45 WPM typing speed
• Experience using a cash register and balancing accounts