

Kimberly Bunn

Henderson, CO | 7202978405 |
kimmysbunns@gmail.com

Skill

Highlights

- Schedule meetings and arrange conference rooms.
- Alert manager about cancelations or new meetings.
- Manage travel and schedule.
- Handle information requests.
- Prepare correspondence and stuff mail into envelopes.
- Arrange for outgoing mail and packages to be picked up.
- Prepare statistical reports.
- Manage spreadsheets.
- Greet and receive visitor.
- Coordinates office management activities.
- Determine matters of top priority and handle accordingly.
- Prepare agenda for meetings.
- Takes and transcribes dictation.
- Helps prepare office budget.
- Plans events and volunteer activities.
- Maintain office procedures.
- Can pass all FBI and other background checks

Experience

Menzies Aviation | Baggage Handler | 8/2016 - Present

- Works within a team to load and unload luggage, freight and cargo on and off commercial aircraft.
- Driving and operating small specialized commercial vehicles.
- Responsible for separating all pieces of luggage based on flight.
- Assisted in properly balancing each flight to make sure that the flight was safe.

LEAD DRIVER | COMPLETE PERSONNEL LOGISTICS | 07/2015 – 07/2016

- Follow route and time schedule
- Deliver a wide variety of items to different addresses and through different routes
- Load, unload, prepare, inspect and operate delivery vehicle

- Ask for feedback on provided services and resolve clients' complaints
- Collect payments
- Inform on new products and services
- Complete logs and reports
- Follow DOT regulations and safety standards

**DISPATCHER | ROCKY MOUNTAIN MOBILE |
09/2014 – 12/2014**

- Assigns drivers and vehicles to convey freight or passengers.
- Coordinates drivers according to customer requests and in compliance with DOT regulations and company rules.
- Communicates with customers to determine driver demand and driving schedules.
- Notifies drivers of assignments and enters assignment data into a database.

**RECEPTIONIST | HYDRAULIC CONTROLS |
06/2004 – 09/2014**

- Greet persons entering organization
- Answer telephone, screen and direct calls
- Direct persons to correct destination
- Deal with queries from the public and customers
- Ensure knowledge of staff movements in and out of organization
- Monitor visitor access and maintain security awareness
- Provide general administrative and clerical support
- Prepare correspondence and documents
- Receive and sort mail and deliveries
- Schedule appointments
- Maintain appointment diary either manually or electronically
- Organize conference and meeting room bookings
- Monitor and maintain office equipment
- Control inventory relevant to reception area

**Educati
on**

DIPLOMA | 1992 | SKYLINE HIGH SCHOOL