

Kris LaBriola
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Through work experience and educational endeavors I have acquired knowledge and excellence in the following areas:

- Written and Verbal Communication
- Customer Focus
- Analytical and Problem Solving Skills
- Administrative Skills
- Project Organization
- Office Management

Work Experience:

Temporary Work (2011-2012)

- Administrative duties
- Client services/receptionist
- Accounting

Ball Corporation **Graphics Coordinator** (2008 - 2009)

- Proofed/edited beverage label files, films, and PDFs
- Assisted manager, plant personnel and label engravers
- Ordered color samples for new labels, maintained label library
- Worked with graphics and client services departments
- Assisted internal and external customers

ML Enterprises **Office Coordinator** (2001 - 2007)

- Accounting
- Maintained schedules
- Assisted customers and worked with vendors
- Performed complex computer tasks
- Administrative efficiency

AT&T Broadband **Office/Communications Coordinator** (1993 - 2001)

- Office management position
- HR duties involving training, benefits, safety, tracking information
- Managed projects and worked with vendors
- Created diverse electronic files, forms, letters
- Worked with large technical staff/engineers
- Varied accounting work
- Facility management

Education:

Bachelor of Arts - Metropolitan State University of Denver
Studies: Communications/Marketing

Computer Skills:

Microsoft Word, Excel, PowerPoint, Outlook, Publisher, Access, Photoshop, Apple

