

Education:

McLain High School – Lakewood, Colorado - Graduated
Warren Tech Printing Technology – Golden, Colorado – Graduated

Skills and Job Descriptions:

Prime Insiders

December 2012 -December 2013

Cohutta, GA & Redding, CA

Position: CSR and PA to company owners ~Keep the owners schedule, give daily reminders, answer emails, process orders, keep an eye on several websites to ensure orders are fulfilled, manage people, attend to auto-responders, make appointments, check on payments, send daily numbers to owner and other projects that comes up.

EESI (Energy Efficient Systems) -Temporary

November 2012 – January 2013

625 E. 70th Ave. Unit 5

Denver, CO 80229

Position held: Office Assistant~I would help out with anything that needed to be done including but not limited to data entry, answering phones, inventory, ordering office supplies.

Action Appliance

March 2011 – August 2012

2290 Chambers Rd

Aurora, CO 80011

Position held: Data Entry~Enter information on the computer at home for reconciliation purposes

Dot Com Creations

July, 2007 to August, 2010

Henderson, CO

Position Held: Self Employed, Customer Service Support~Computer work at home, answering questions about website and issued refunds if needed

Day Care

January, 2002 to July, 2010

4300 E. 118th Ave.

Thornton, CO

Position Held: Self Employed, Daycare Provider~Provided daycare services for 5 children

OHMS

April, 1998 to May, 2000

700 Broadway, Ste 1132

Denver, CO 80273

Position held: Receptionist

~answering the phone~greeting clients~entering time and expense for nurses~ordering supplies for entire office
~conference room booking~ running reports~order catering~ entering reports for both workers comp and Liability departments~ made files for new clients~ other misc duties~

Holme Roberts and Owen

June, 1997 to April, 1998

1700 Lincoln Street, Ste 4100

Denver, CO 80203

Position held: Floating Receptionist~Relieved receptionists for lunch and breaks on 5 different floors ~ including taking calls from main switchboard for over 300 people