

Leslie Ramirez

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Thornton, Co

EDUCATION

University of Nebraska - Lincoln
Bachelor of Arts – French Major, Psychology Minor

Travel Trade School - Fort Collins, Co
Travel trade and agent training

EXPERIENCE

CROSSMARK - SAMS CLUB THORNTON, CO 09/2018 - Present

Event Specialist - Part Time

- Engage Sams Club members: educate them on product features and benefits and ultimately generate product sales for every event.
- Sampling food and beverages so that customers can taste a product before they buy.

ADVANTAGE SOLUTIONS - SAMS CLUB THORNTON, CO 05/2018 - 09/2018

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- Engage Sams Club members: educate them on product features and benefits and ultimately generate product sales for every event.
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XEBEE RECORDS, LLC - DENVER, CO 08/2017 - 12/2018

Mail Clerk and Member of Medical Records Retrieval Company

- Followed a script to identify who we are when calling facilities and describe our purpose.
- Completed HIPAA's and responsible for retrieval of other documentation in order to generate requests i.e. power of attorney, documents when patient is a minor. Responsible for sending out the requests to each provider using mail, email and fax.
- Scanned all documents that came in whether via CD-ROM, email, etc. Some records had 10,000 + pages.

XCEL ENERGY INC - HENDERSON, CO 09/2012 - 07/2017

Supply Chain Specialist I

- Accurately scan and upload high volumes of invoices daily into Kofax such as; Energy Market, Maximo, Request For Payments, ACH and Wires, special payments (pay roll, tax payments, franchise fees etc.) and CXL RFPs into Kofax system, ICC, VIM and SAP systems
- Processed ACH (automatic clearing house), Wire and Request for Payment documents
- Use Invoice Capture Center to validate, extract and upload heavy volumes of PO's and Non- PO's in SAP/VIM

BRITE-LINE TECHNOLOGIES - DENVER, CO 04/2011 - 06/2012

Accounts Receivable and Accounts Payable

- Organized the files for Accounts Payable paid invoices. Received payments by check or wire transfer for Accounts Receivable and posted payments against the outstanding invoices.
- Made collection calls on invoices due at 60 days + and noted all conversation and check numbers and dates for payments and promised payments.

FIRE SYSTEMS WEST INC - DENVER, CO 11/2004 - 12/2009

Administrative Assistant

- Performed office duties including answering phones, handling copies, scanning documents and sending faxes. Responsible for preparing payroll for all office employees, field and union employees.
- Organized the bid files and the design files. Generated Material and Equipment Submittals for jobs.
- Maintained the Operation & Maintenance Manuals with test certificates and warranty letters for completed jobs. Kept track of jobs in process, read through our contracts with the general contractors.