

Lindsey Horsman

Administrative assistant / Receptionist

Wellington, CO 80549

lindseyhorsman@yahoo.com

970-324-1695

To continue to grow as an individual professionally and work with an organization or company that will utilize my skills to benefit mutual growth and success.

Authorized to work in the US for any employer

Work Experience

Administrative Assistant/Project Coordinator

Custom fence & Supply Inc. - Longmont, CO

November 2016 to Present

- Receptionist experience with answering a multi phone line and transferring to the right department.
- Helping customers that call in and need to purchase an order or pay a bill. Experience with taking multiple payment types over the phone and in person such as cash, credit cards and checks.
- Experience with data entry entering monthly inventory for products. Applying and maintaining permits for fencing and perimeter fencing. Scanning and logging information into job folders.
- Applying and maintaining business licenses in multiple states.
- Applying and maintaining insurance certs and WRAP insurance.
- Production coordinator for warranty and repair department. Setting up jobs following through with production. Billing and invoicing the job after it is completed.
- Experience with keeping communication with production supervisors and customers. Assisting with any questions or concerns they may have.
- Proficient in Excel, Word, Outlook, Paperport, Adobe and various other computer program's.

Administrative Assistant

Signia Marketing - Greeley, CO

January 2014 to November 2016

- Receptionist experience with answering a multi phone line and transferring to the right department.
- Input and maintained commercial orders for AT&T and Direct Tv. Routed orders to the right region and followed through with installs.
- Called commercial business orders and clients to maintain accounts and help with any questions or concerns.
- Experience with taking personal information over the phone for orders as well as payments.
- Made and upkept new employee packets. Entered into payroll system.
- Experience with data entry kept a daily Excel sheet of AT&T orders for different regions.
- Proficient in Excel, Word, Outlook, Paperport, Adobe and various other computer program's.

Cosmetologist

Great Clips - Loveland, CO

January 2013 to April 2015

- Utilized my skills in cosmetology.

- Obtained customer service skills, money handling, product selling, and hair cutting.
- Worked the front desk scheduling appointments and checking in customers.
- Obtained a clientele.

Education

Technical Program in cosmetology

Regency Beauty Institute-Fort Collins - Fort Collins, CO

July 2013

High school or equivalent in EQIT Expanding quality in infant and toddler care

Aims Community College - Greeley, CO

August 2011 to December 2011

High School Diploma

Valley High School - Gilcrest, CO

May 2011

Skills

- Excel (7 years)
- Microsoft Office (7 years)
- Word Processing (7 years)
- Outlook
- Receptionist
- Word
- Microsoft Excel
- Administrative Assistant
- Data Entry
- Typing
- Clerical Experience
- Office Experience
- Front Desk
- Customer Service
- Phone Etiquette
- Multi-line Phone Systems

Links

<https://www.linkedin.com/in/lindsey-horsman-975063151/>

Certifications and Licenses

Licensed Cosmetologist

December 2013 to Present

· Earned a licensing in cosmetology

Expanding quality in infant and toddler care (EQIT)

May 2012 to Present

Driver's License

July 2019 to July 2024

Assessments

Customer Focus & Orientation — Highly Proficient

February 2020

Responding to customer situations with sensitivity

Full results: [Highly Proficient](#)

Cashier Skills — Proficient

June 2020

Counting cash, processing transactions, following written procedures, and attending to details.

Full results: [Proficient](#)

Administrative Assistant/Receptionist — Proficient

February 2020

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [Proficient](#)

Working with MS Word documents — Proficient

February 2021

Knowledge of various Microsoft Word features, functions, and techniques

Full results: [Proficient](#)

Data entry: Accuracy — Highly Proficient

August 2020

Entering data quickly and accurately

Full results: [Highly Proficient](#)

Hairstylist skills — Highly Proficient

March 2021

Building and retaining clientele through quality client interactions

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.