

Machelle Lindsey

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Professional Skills

Microsoft word	Accounts Receivable	Charter of Accounts
Microsoft Excel	Deposits/prepared & collected	Collections
Windows op system	Time Management	Following Budgets
Microsoft office	typing 80 wpm	Flexible thinker
10-Key: 3508 KPH	Copying /faxing	vendors/Customer Service

Experiences

Terry Greene LLC, **Dec 2010-Sept 2012**

Administrative Assistant

- Schedules meeting rooms for all.
- Answers and transfers incoming calls
- Performs light Administrative duties.
- Performs PC Support and Administrative duties as needed
- Builds professional relationships with customers and other teams
- Responsible for the timely updates of the following: Company phone and speed dial lists
- Responsible for updating the automated messaging center daily
- Performs other duties as assigned

Enterprise Rent a Car, **June 2010-Nov 2010**

Seasonal Driver

- Drive and deliver vehicles locally or out of area as needed, following all rules of the road
- Ride with or follow another driver to drop off vehicle(s) or pick up multiple vehicles
- Responsible for the transporting of fleet cars and vans to and from rental locations, as well as navigating written directions

Avnet Inc, **July 2007-April 2010**

Vendor Reporting

- Controlled all purchases in order to maintain the lowest possible inventory levels
- Reviewed and reconciled very long Rebate program for our biggest customer Sun Micro Systems
- Overseeing the follow-up of past due orders and reporting corrective actions
- Cross-trained in other areas of the department and filling as needed

New Castle Properties, **June 2006-June 2007**

Assisted in directing property manager

- Prepared and reviewed all low-income certification and recertification Paper work to
- Meet housing vouchers and/or tax credit. Standards
- Performing income verifications, rental contract adjustments, recertification's
- Resolved disputes including, payment demands, evictions
- Coordinated rents, leases renewals, deposit, rent collections.
- Scheduled maintenance and renovations with responsibility to oversee contractors

Education

High School Diploma

Colorado Community College of Denver (Law)

Front Range Community College Westminster (Dental Assistant)