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Career Summary

I am seeking a long-term position in the front office aspect that would benefit from excellent customer service and telephone skills.

Skills

MSWord/Excel, Data entry, 10 Key touch, Invoicing, Incoming/outgoing mail, Filing, Deposits, Purchasing office supplies, Accounts payable, Accounts receivable, Scheduling, Staff support and working knowledge of various office machines.

Work Experience

DSC Window Fashions

7/2017- 3/7/2018

Customer Service

- Answering phone
- Taking orders over the phones
- Data entry
- Manipulating spreadsheets.

Scottrade

6/2016-3/3/2017

Identity Verification Department

- Completing credit checks on permanent and non-permanent residents opening accounts with Scottrade throughout the United States.

Appraisals ASAP

10/2015-1/2016

Office Manager

- Sending appraisals to the lenders
- Assisting the appraisers when needed
- Invoicing, answering phones, revisions on appraisals
- Setting appraisal appointments
- General administrative duties as needed, including filing and building reports.

Urban Lending solutions

10/2013-12//2014

Document Formatting/Recording

- Transferring loan information from paper documents into the computer for it to be sent to each county to be processed

Contract Commercial Interiors

4/2013-7/2013

Project Coordinator

- Answering phones, filing, taking in freight
- Setting up job files, and coordinating the ship list on a daily basis.
- Assisting the office manager with various duties.
- Sending out O & M letters and with the proper information.

Broker Price Opinion

9/2012-4/2013

- Calling to get assigned BPO'S and PPI's on banked owned properties, auctions & insurance companies
- Computer input as far as helping agents get the information in to the company.
- Making sure orders were received back in a timely matter & into QC for shipping out to client.

Jakoby Law Firm

9/2012-4/2013

*Collections***Unity Asset Management**

9/2009-9/2012

Value Coordinator

- Calling on bank assigned appraisals, BPO's and CMA's, putting data entry into system.

S&L Floor Covering

7/2007-12/2008

Administrative Assistant

- Showroom sales / Product knowledge
- Telephones and customer service
- Invoicing and deposits
- Scheduled service appointments
- Ordered office supplies

Carpet Exchange

4/2007-6/2007

Office Manager

- Showroom sales
- Telephones and customer service