

MS. LOGAN STEPHENS

• ADMINISTRATIVE ASSISTANT/OFFICE MANAGER •



Motivated to putting my skills into a company where I can grow. I am an extremely trustworthy, reliable, detail oriented worker with a drive to succeed. I am willing to put in the long hours & conquer the hard tasks to ensure a successful future for myself & the company I can call "home".

CONTACT



303-668-4349



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Englewood, Colorado 80113

EDUCATION

(2012) Colorado
Connections Academy

SKILLS & ATTRIBUTES

- Raken
- QuickBooks
- Microsoft & Outlook Programs
- Adobe & Bluebeam
- Drop Box
- Pro-Core
- Online Marketing Tools
- Budgeting Planning
- SAGE
- Paycom
- Managing Multiple Phone Lines & Email Address's
- Honest & Loyal
- Very Detailed Orientated
- Very Dependable & Punctual
- Responsible
- Respectful

EXPERIENCE

Administrative Assistant

Ken Caryl Glass | May 2022 - Nov. 2022

- Full customer service via phone calls & emails.
- Setting up new customer accounts for custom showers, mirrors & any glass need.
- Making sure the estimators schedules were full every day & organized by location
- Maintaining the sales tax accounts around the state
- Full AR & AP - Creating work orders, purchase orders to go with the work orders, combining shipping acknowledgements to the invoices & those to the purchase orders. Processing all of the above & make payments & then to bill the customers for the material.

Administrative Assistant

RMK Electric, Inc. | Oct. 2018 - April 2022

- Maintaining all company vehicles & equipment - registrations/plates, automotive maintenance, any & all accidents or repairs needed, swapping trucks from one employee to another.
- Creating new process & procedures for the Project Managers & Foremen to help ease daily routines. i.e. quarterly apprentice & JW reviews, quarterly vehicle maintenance forms, warranty forms, etc.
- Processing weekly payroll for roughly 150 employees
- Designed a new protocol for all piece work done by subcontractors &/or employees to ensure correct payments & accountability.
- Full customer service via answering & directing phone calls, emails, scheduling meetings, sorting & disturbing mail, etc.
- Full AP/AR for all vendors & subcontractors
- Creating, submitting & tracking change orders
- On call 24/7 for the President & V.P. of RMK Electric

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Account Manager

Czarnowski | Jan 2017 - Dec 2017

- Traveled the country for any length of time to evaluate the set up of the event for the clients.
- Setting up new client contracts & maintaining existing accounts.
- Made sure the clients vendors that purchased a booth in the event was taken care of & was billed appropriately at the end of the event.
- Coordinating with the CAD Department, warehouse, shipping, 3D printing, paint & other departments to ensure any & all items needed for each client was completed according to the time line from creation to delivery.
- Reserving hotel rooms, flights to & from events & vehicle rentals

Administrative Assistant

SMG & ClayDean Electric | Aug 2013 - Nov 2016

- Notarizing billings, lien waivers & payment applications for multi-million dollar projects
- Full AP/AR for the vendors & subcontractors
- Vendor management & applications
- Maintaining all city/county licenses
- Managing & processing work orders for the service department, scheduling service techs & billings after work was completed
- Processing payroll for 115 employees through Verizon Workforce
- Pulling permits & plans through multiple cities
- Tracking & cost coding over 19 credit cards

REFERENCES

Stephanie Mullen 303-668-5411

Jesse Gnojek 303-981-2099

Mike Almeida 719-644-1009

Sara-Marie Gerard 720-936-8697