

Lyndsay Marie Buxman

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Data Modeling Specialist

Customer Service Expert ■ Quick Learner ■ Adept Written/Verbal Communicator

KEY SKILLS

- Office Skills: ■ Executive & Administrative Support ■ Customer Service ■ Reports & Spreadsheets ■ Filing Database & Records Management ■ Complaint Handling and Problem Solving ■ Critical attention to Detail ■ Accuracy with Information and Time Management ■ Telephone & Front Desk Reception
- Proficient:
- Computer Skills: ■ Microsoft Office Suites, Qubole, Running canned SQL queries

PROFESSIONAL EXPERIENCE

Data Modeling Specialist: 04/2018 – 09/2019 Oracle Data Cloud Broomfield, CO

- Building targeted audiences for digital ad campaigns using Qubole, SQL Developer (canned queries) and other proprietary systems, Troubleshooting automated audience tickets, Training of other teams, Creation of training documents, Creation of new processes to make things more efficient, Special projects as assigned, Assisting the team with any backlog work.

Reporting Specialist: 07/2015 – 04/2018 S3 Denver, CO

- Process daily, weekly, and monthly reports to update or close out member loans quickly and efficiently, Work with the reporting team to get all tasks completed without error and on time, Process reports to add ancillary products to members loans, Assist in balancing General Ledgers, Review and verify that all funds were placed in the correct accounts and fix if necessary, Match Titles to loan accounts accounts

Consumer Servicing Specialist: 05/2015 – 07/2015 Aerotek/S3 Denver, CO

- Assist members with needs for loans, Process checks and apply them to the proper accounts, Call members as needed, Data entry, Help with special projects as requested

Administrative Assistant: 12/2014- 03/2015 The Hughes Law Firm Denver, CO

- Greeting guests and check them in for appointments, Answering phones, Maintaining stock of documents, Scheduling appointments, mailing reminders and confirming appointments, Assisting in document preparation, Records management, Keeping a detailed list of the clients in the office, Perform special projects as needed.

Real Estate Valuation Coordinator: 01/2014-10/2014 Mutual of Omaha Bank Highlands Ranch, CO

- Facilitating the residential appraisal ordering and completion process, Establishing relationships with internal and external bank clients, Assist with client's needs, Created the Policies and Procedures Manual, Help with training new processors, Following up on orders that are close to deadline or pas due

Product Cancellation Specialist: 06/2011-05/2013 Santander Consumer USA Centennial, CO

- Cancellation unused products and policies, maintaining spread sheets in Excel, creating letters to send to companies requesting refunds for unused products and policies, answering inbound calls and assisting clients with research questions, making calls and doing research on unpaid cancellations

Receptionist: 03/2010 – 06/2011 Massage Envy Aurora, CO and Parker, CO

- Answer Phones, Schedule appointments, Check guests in and out, Greet Guests, Close office, Close cash drawer, Assist clients in becoming members, Handle monies for appointments, Maintain cleanliness of office, Filing, Faxing

Administrative Assistant: 09/1995-Present Pierzina and Associates Denver, CO

- Answer phones, Mail invoices, Fax documents to clients, assist with e-mail requests, help maintain financial books (excel spread sheets, some QuickBooks), Filing, Deliveries of appraisals to banks, Assisting with the planning and execution of continuing education classes, Finding venues, Booking venues, Arranging details for the continuing education classes.

EDUCATION

Political Science (Major) Interdisciplinary Legal Studies (Minor): 08/2005-12/2009 Metropolitan State University of Denver, Denver, CO

Received Bachelor of the Arts in December of 2009, Cumulative GPA: 2.98

Paralegal Certificate Program (American Bar Association Certified): 08/2013- 05/2015 Arapahoe Community College, Received Certificate in Paralegal studies in May of 2015, Cumulative GPA: 3.88