

MAKAYLA HARRIS

3310 11TH AVE EVANS, CO 80620 | (970) 467-2800 | M.DAWNHARRIS20@GMAIL.COM

QUALIFICATIONS AND SKILLS

- Familiar with all Microsoft applications including: Excel, Word, PowerPoint, and Publisher
 - Proficient with QuickBooks Pro, QuickBooks POS, and Key2Accounting
 - Exceptionally organized and resourceful
 - Reliable and adaptable
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EDUCATION

Graduated Morgan Community College, GPA: 4.0

with Nurses Aid Certification & Health, Science, and
Technology Certification May 2018

Graduated Wiggins High School, GPA: 3.71

with honors

EXPERIENCE

CEO Direct Assistant

Goetz Insurors, Fort Morgan Colorado | March 1, 2019 – Current

- Manages all payments directed through all 4 bank accounts
- Directs all scheduling and meetings
- Answers and directs all phone calls accordingly
- Reinstates all 48 states Agency and Producer licenses

Executive Assistant

Homewatch Caregivers, Fort Morgan Colorado | November 6, 2018 – February 29, 2019

- Main office assistant takes all calls and messages
- Creates and updates weekly schedules
- Approves caregiver timesheets and pay rates
- Keeps all supplies stocked in office and client's homes

Personal Assistant

H2 Enterprises, Roggen Colorado | November 19, 2016 – August 8, 2018

- Lunge and exercise all horses
- Bath all horse and braided mane and tails when necessary
- Cleaned out and bedded stables
- Keeps all supplies stocked

Nanny

Rob and Patti Seiber, Wiggins Colorado | May 20, 2016 – August 8, 2016

- Cared for and looked after one-year old son
- Cleaned the house
- Washed all laundry
- Prepared dinner