Griselda Martinez

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714 S. Denver Ave. Fort Lupton, CO 80621 (720)-347-0123

Objective: Entry level position in office support or customer service.

SUMMARY

- Excellent telephone communication skills.
- Friendly, courteous, and articulate.
- Take pride in doing a good job; willing to learn.
- Familiar with computer database and word processing.
- Bilingual- Fluent English and Spanish

RELEVANT EXPERIENCE

Office

- Phones, update and maintained files along with database, coordinate travel arrangements, accounts payable. Mail, faxes, and message distribution.
- Positive interaction with employees and general public.
- Serving as liaison between different facilities.
- Support to the IT Tech and Payroll.
- Recruiting, Orientation , Safety Meetings, New Hires applications and DOT Qualification File, Employment and MVR background checks, Pre-Employment drug screening .

Professional Skills

- Ability to organize, multi-task, and manage time in an Administrative Assistant capacity.
- People management skills, along with Organizations and Teamwork skills.
- Verbal and written communication, client & partner relationship management, high touch of customer service, attention to detail & organized, self sufficient & proactive, ability in successfully training others.

Computer Knowledge

- Completed introductory training courses at Computers! Covering:

  … Database …WordPerfect. …Quick books

Work Experience

5 / 2012	**Administrative Assnt.**	Thistle Community Housing, Boulder, CO
2011 (contract)	**Assistant Literacy Inst.**	Right to Read, Greeley, CO
2007-2010	**DOT/Administrative**	Eastern Colorado Well Service, Platteville, CO

Education

2012 **Front Range College, Brighton CO**