

Mary Gately

Receptionist

Lakewood, CO
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Receptionist/Data Entry

Core Strengths:

Type: 50 WPM Multi-Line Phone System Detail Oriented
Problem Solving Communication Skills Conscientious
Organized Customer Relations General Office

WORK EXPERIENCE

Research Information Technician

Arapahoe County - Aurora, CO - May 2014 to January 2015

Responsibilities

I scanned documents. Assisted people at the front window. Received UPS, USPS, and Fed Ex. Prepped and reviewed files for accuracy. Assisted with the sorting of the US Mail. Filed documents.

Receptionist

Job Store Staffing, Inc. - Denver, CO - July 2013 to April 2014

Responsibilities

I had three different positions. At the first one, I opened the switchboard. Greeted clients. Contacted employees for deliveries. Accepted deliveries at the front desk from USPS and UPS. Monitored the security camera.

At the second position, I reviewed the documents that came in for accuracy. I entered information online afterwards that came into the company. Also, I was asked to do a major mailing and manually stuff envelopes for about a week.

At the third one, I scanned documents. Assisted people at the front window. Received UPS, USPS, and Fed Ex. Prepped and reviewed files for accuracy. Assisted with the sorting of the US Mail. Filed documents.

Accomplishments

At the first position, we had a snowstorm. And, I am required to be there at 8AM. I made sure that I got there early at 7:30 because of the weather. The manager, onsite, was impressed that I did this, and she paid me for 8 1/2 hours instead of 8 hours. Also, that evening, I took a Fed Ex envelope to Fed Ex Office since the roads were bad without being asked to do so.

At the second position, I found more errors on addresses on letters that were going out than the permanent employee ever found that had done the mailing.

Skills Used

Interpersonal Skills. Communication Skills. Computer Skills---Company Website to look up information. USPS Website to confirm addresses. Phone Skills ---Answering the phone on the second or third ring. Proofreading skills.

Receptionist

Kelly Services, Inc. - Greenwood Village, CO - June 2013 to July 2013

Responsibilities

I answered phones. Transferred calls to Voice Mail or took messages as directed. Greeted clients. Set up conferences and assisted attendees with questions. Received payment for books or brochures. Unpacked and shipped the remaining items to corporate office at the end of the day.

At another position with Kelly Services, I assisted in setting up a Payless Shoe Store by unloading boxes and stocking shelves. I, also, marked shoes.

Accomplishments

Since I was the fastest one unloading the boxes, upper management wanted me to do the task for Payless Shoe Store.

Skills Used

Interpersonal Skills. Communication Skills. Phone Skills. Math and calculator skills. Detail Skills. Packing Skills to send items back to the office. Manual Labor skills to unpack boxes.

Assistant Carrier I

USPS - Denver, CO - April 2013 to April 2013

Responsibilities

I sorted mail into my boxes. Gathered packages and mail. Loaded the USPS vehicle. Checked the vehicle for safety. Drove or walked around the neighborhood and delivered packages and mail. Requested signature if the signor was there. If he or she was not there, filled out a form, and left it on the door. Scanned USPS packages. Returned items, vehicle, undelivered packages, and keys at the end of the day.

Accomplishments

I was there every day and worked overtime as well.

Skills Used

Dependability. Asked questions. Determination.

Data Entry Specialist I

Kelly Government Solutions - Golden, CO - December 2012 to March 2013

Responsibilities

Received incoming Employee Medical Files. Using Adobe Acrobat, I reviewed hundreds of scanned pages for accuracy against the Medical File. Upon completion, I prepared paperwork and boxes for mailing. I, along with the other employees on the contract, did filing during slow periods.

Accomplishments

I was at the job every day and a dependable employee. And, I was conscientious.

Skills Used

Typing. Proofreading the scanned documents in the computer. Communicating with management if the documents did not match. Correcting the scanned documents under the Paralegal's direction. Proofreading skills. Filing Skills.

Customer Service Representative

Kelly Services - Westminster, CO - September 2012 to November 2012

Responsibilities

I typed procedures into Word. I reviewed scanned documents and asked for clarification if needed. I entered data into the company's website. I called and asked clients for additional information. I kept management informed of my progress.

Accomplishments

I was there every day and dependable.

Skills Used

Interpersonal Skills. Communication Skills. Typing Skills. Word. Proofreading Skills. Follow up Skills with clients.

Data Entry Specialist I

Kelly Government Solutions - Commerce City, CO - July 2011 to June 2012

Responsibilities

Received incoming Employee Medical Files. Using Adobe Acrobat, I reviewed hundreds of scanned pages for accuracy against the Medical File. Upon completion, I prepared paperwork and boxes for mailing. I, along with the other employees on the contract, did a mailing to the districts.

Accomplishments

During the Major Mailing above, I decided to read the letter that was sent out to the employees. I noticed that the date was 2002 instead of 2012. Contacted management and they contacted the lawyers. The lawyer asked me to review the newest final draft. We had to do the mailing with the newest letter.

Skills Used

Typing. Proofreading the scanned documents in the computer. Communicating with management if the documents did not match. Correcting the scanned documents under the Paralegal's direction. Folding envelopes manually for the major mailing. Proofreading skills.

Administrative Assistant

URS Corporation - Denver, CO - February 2010 to February 2011

Responsibilities

I entered data into the company's Learning System in Excel each Monday morning. I typed documents. Scanned newer versions into Adobe Acrobat. Assisted in setting up for the Monthly Employee Meeting with tables and chairs and food. Printed Power Point Documents. Cleaned out and set up employee's offices. Moved offices as needed. Assisted in the Mail Room with scanning and binding projects. Delivered company mail to management. Answered phones for my boss. Inserted new maps into binders for upper management. Watered plants. Reviewed all 125 employees' time sheets for accuracy and signatures. Contacted employees to finish time sheets. Ordered supplies. Cleaned the kitchen. Sent the time sheets to HR for review.

Accomplishments

I was conscientious, dependable, and versatile. Willing to work overtime and go the extra mile. Never missed a day of work.

Skills Used

Interpersonal Skills. Communication Skills. Word. Excel. Scanning. Attention to Detail. Ordering Supplies.

Front Desk Coordinator

Heating & Plumbing Engineers, Inc - Denver, CO - December 2006 to May 2009

Responsibilities

I opened the office and the phone. I greeted clients and employees. I assisted potential employees by greeting them and supplying them with the applications. I ordered drawings, office supplies, supplies for personnel at the job sites, and kitchen supplies. I had to try to repair the printer, fax machine, postage machine, and copier before seeking outside vendors' assistance. I entered data into Excel. I did Word documents as needed. I assembled, typed, and proofread Operations' Manuals. Shipped out Operations' Manuals. I received Fed Ex, DHL, Mail, and lunches for Meetings. I distributed Employees' checks weekly. I did Word Documents. Under the Office Manager's Direction, I entered information into Invoices for Accounts Payable. I boxed old files and sent them to the Corporate Office. Cleaned the office. Ordered lunches. I closed the office daily and forwarded the phones to Nights.

Accomplishments

The company was impressed that I never missed a day like former receptionists did.

Skills Used

Dependability. Accuracy. Interpersonal Skills. Detail Oriented. Conscientious Worker. Typing Skills. Word. Excel.

Secretary/Receptionist

Opteum - Greenwood Village, CO - May 2005 to May 2006

Responsibilities

I opened the office and the switchboard. I greeted employees and clients. I entered data into Excel. I entered new loan information into the New Loan Database. I received packages and mail. I ordered supplies. I cleaned the kitchen. I had to try to repair the printer, fax machine, postage machine, and copier before seeking outside vendors' assistance. I archived boxes and entered their file number into an Excel Spreadsheet. Sent out to Corporate Office. Assisted Regional Manager with Overseeing the Office Move. I ordered lunches for Office Meetings. I did a major mailing for an Office Meeting. I watered the plants. I closed the office daily. I assisted with the closing of the office in Denver per management's request by contacting vendors that we were closing and throwing out all of the food left in the refrigerator.

Accomplishments

The Management Team knew that I would be there everyday.

Skills Used

Dependability. Accuracy. Interpersonal Skills. Detail Oriented. Conscientious Worker. Typing Skills. Word. Excel.

EDUCATION

Associates of Occupational in Administrative Assistance

Denver Business College - Denver, CO