

MELINDA URBAIN

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Administrative assistant with experience in office management, administrative support, data entry, accounts payable, accounts receivable, customer service, reception, and general office functions. Detail-oriented and hardworking with analytical and problem-solving skills. Dedicated and competent team-player with exceptional communication skills and history of working well with customers, clients, vendors, and coworkers at all levels.

EXPERIENCE

MARCH 2011 – PRESENT

STABLE HAND, NEMMERS SHOW HORSES

General duties providing care, feed, water, and husbandry for horses and cattle. Assist veterinarians as needed for medical procedures and emergencies.

JUNE 2015 – PRESENT

GENERAL LABORER, PEOPLE READY

Work a variety of temporary jobs in the Longmont and surrounding areas as assigned. Completion of a variety of assessments including construction, demolition, landscaping, sanitation, carpentry and woodworking, stage set-up/teardowns, driver, and security.

SEPTEMBER 2021 – OCTOBER 2021

WAREHOUSE ASSOCIATE, AMAZON

Stow packages into bags and put together routes for the drivers. Pick and separate packages for the stowers and pickers. Assist drivers with retrieving route carts and replacement of the carts to designated spots.

JANUARY 2015 – JULY 2021

OFFICE MANAGER/ INTERNAL FIELD AGENT/ TAX PROFESSIONAL, H&R BLOCK

Manage tax preparation office, assist clients and tax pros with tech support and customer support, process client tax returns, schedule appointments with clients.

EDUCATION

MAY 2014

BACHELOR OF SCIENCE IN CRIMINOLOGY, COLORADO STATE UNIVERSITY GLOBAL

MAY 2004

ASSOCIATES OF APPLIED SCIENCE IN VETERINARY TECHNOLOGY, FRCC

SKILLS

- Attention to detail and multi-tasking
- Able to work with little to no supervision
- IT support
- Take pride in completing tasks in a timely and effective manner
- Computer literate (includes web-based applications)
- Communication skills (verbal and written)
- Type 38 wpm with high accuracy

REFERENCES ARE AVAILABLE UPON REQUEST