

Melinda Vernon

Office
Administrator

303.653.8193
mvf427@gmail.com
Greater Denver Area

Skill Highlights

- Proficient in Microsoft Excel, Word, Outlook and Publisher
- Experienced in Windows and Mac operating systems
- Strong verbal and written communication skills
- Values efficiency, organization, quality customer service, and professionalism

Experience

Gustavson / Administrative Assistant

December 2018 - July 2020 | Boulder, CO

- Assessed incoming calls for validity
- Provided administrative support for multi-disciplinary professionals
- Transformed data into graphs and tables in Excel
- Managed C-Level schedules and coordinated office meetings as well as other staff functions

Private Family / Personal House Manager

April 2016 - September 2018 | Erie, CO

- Managed daily household and financial operations of large estate
- Coordinated schedules, travel and accounting
- Ensured school and homework tasks were completed on time

Trinity Lutheran Church / Administrative Assistant

May 2011 - September 2015 | Boulder, CO

- Maintained membership database
- Coordinated vendor appointments building maintenance
- Managed inventory of office supplies

Amadeus Consulting Group / Office Administrator

March 2005 - May 2008 | Boulder, CO

- Supported logistics and scheduling of hiring processes as company grew from 12 to 50 employees
- Primary administrative support for staff, including all executive officers
- Managed all purchasing for any supplies necessary

Extracurricular
Leadership
Experience

North American Flyball Association / Regional Director
May 2003 - August 2010 | CO, NM, WY

Education

University of Texas at Austin / History
1989 - 1992 | Austin, TX

References

Wanda Bates / Office Manager - Gustavson
720.350.6786

Melanie Nehls Burow / Coordinator of Congregational Care - Trinity
Lutheran Church
303.817.2634

Julie Anderson Schorr / Former Sales - Amadeus Consulting Group
210.386.0455