

Melissa Gallegos

Receptionist

Arvada, CO
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Receptionist with administrative duties which included typing (MS Word), filing, data entry, and other clerical type responsibilities. Good organizational skills, self-motivated, team player and willingness to learn new endeavors.

WORK EXPERIENCE

Receptionist

PRS, LLC - January 2006 to November 2008

Position requires resolve and good follow-up abilities in tracking and updating internal/external accounts including bankruptcies to-date. Responsibilities included: ♦ Answer eight-line phone, take messages, intercept and send out faxes, greet and assist clients.

- ♦ Retrieve, stamp and disseminate mail to appropriate departments.
- ♦ Data entry.

Receptionist

ASPECT RESOURCES LLC - Denver, CO - October 1999 to December 2005

Position requires good communication/organizational skills to bring to fruition multi-tasks from various departments i.e., accounting, executive, land, etc. Responsibilities included: ♦ Answering phones and greeting clients for a company of approximately 65 professionals.

- ♦ Distributing daily interoffice and all postal mailings in a timely manner.
- ♦ Ordering office supplies/equipment for all office personnel.
- ♦ Prepare and deliver bank deposits for VP-CFO.

Receptionist

Target - Broomfield, CO - 1998 to 1999

Position requires good organizational skills, versatility and flexibility. Responsibilities included: ♦ Answering phones for a department of approximately 50 professionals.

- ♦ Disseminated all externally generated correspondence in a timely manner.
- ♦ Input and filing of materials into respective files in file room.
- ♦ Scheduling of interviews for Human Resource Manager.

Cashier/Courtesy Clerk

KING SOOPERS - Westminster, CO - 1997 to 1998

Position required perseverance, patience and stamina in dealing with people on any level. Responsibilities included: ♦ Dealing with the public in a courteous manner in assisting them with their purchased products.

- ♦ Operation of cash register with input of coded/priced items.

EDUCATION

Jefferson High School - Edgewater, CO