

Milan Johnson

Wellington, CO 80549

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Experienced and results-oriented Administrative Assistant with proven abilities in developing positive relationships with clients and coworkers. Interested in a similar opportunity with company where exceptional secretarial, computer and customer service skills will be fully utilized.

WORK EXPERIENCE

Claims Specialist

Social Security Administration - Fort Collins, CO - 2016-05 - 2016-09

Issued new and replacement social security cards to legalized citizens of United states.

Provided information and advice about specific retirement options and computes estimated monthly benefits payable at various ages to enable individuals to make retirement decisions that will affect them the rest of their lives.

Provided beneficiaries with information, advice or instructions about eligibility and benefits being paid under retirement, survivors, disability and medicare insurance programs.

Made routine as well as complex systems inputs to correct or change records of entitlement and eligibility for benefits.

Inspection and Licensing Assistant

USDA Animal and Plant Health Inspection Service - Fort Collins, CO - 2014-08 - 2016-09

Evaluate applications, records, or documents to gather information about eligibility or liability issues.

Advise licensees or other individuals or groups concerning licensing, permit, or passport regulations.

Update operational records or licensing information, using computer terminals.

Prepares individualized compliance documents for those persons who have violated the law.

Maintains detailed computerized records (LARIS database, Oracle database, Excel and Laser-Fiche and Salesforce) and manual record systems to track inspection reports, pre-license documents, compliance, and correspondence related to facility and complaint response activities.

Assists higher level staff by gathering, evaluating, and summarizing data/information to be included in reports and notifies them of any discrepancies.

Coordinates all record keeping activities (complaint and search logs, suspense files, database maintenance, facility files, FOIA requests).

Performs general clerical duties including maintaining supply inventory, filling supply orders, filing, opening/ sorting incoming mail, preparing outgoing mail, and purging official files in accordance with Records Management Handbook.

Accounting Clerk II

Cherokee Services Group (Contractor to U.S. Geological Survey) - Fort Collins, CO - 2013-10 - 2014-08

Responsibilities

Certified fund availability and held responsible for analyzing fund balances in accordance with automated accounting systems and other automated programs.

Provided guidance and feedback to managers on accounting programs.

Create spreadsheets for statistical data, and specialized reports.

Analyze accounting and financial data.

Accomplishments

Maintained a working budget for the Government and made sure monthly, quarterly, and year end closes were done in an accurate and timely manner.

Deduction Specialist

JBS - Greeley, CO - 2012-09 - 2013-10

- Researched and reconciled accounts receivables, making necessary adjustments to settle customer disputes.
- Ensure goals are met on; deduction balance and aging for account responsibility.
- Obtained supporting documentation to research and resolve outstanding customer deductions/charge-backs.
- Identify and assign reason codes to customer deductions in SAP.

Water Treatment specialist

United States Army - Savannah, GA - 2004 - 2010

- Purified and produced clean water to soldiers to ensure they stayed mission capable.
- Taught lower rank soldiers the process of purifying water, and maintaining the right PH levels for water.
- Ensured soldier safety while in Iraq through high tech surveillance cameras
- Maintained millions of dollars of combat vehicles and water equipment weekly through proper preventive maintenance

Supply Specialist

United States Marine Corp - Jacksonville, NC - 1998 - 2002

- Operated personal computers, multimedia data entry, scanning and retrieval systems functions.
- Generated routine reports, and perform technical research functions for customer inquiries
- Issued supplies, maintained inventory of over 10 million in supplies, ordered supplies as needed.
- Prepared necessary accounting/supply documents, and maintained custody records.
- Reconciled documents to find where the variance between the debtors and general ledger has occurred.

EDUCATION

BA in Business Administration

College America - Fort Collins, CO
2011 - 2012

Associate's in Business Management/Accounting

College America - Fort Collins, CO

SKILLS

Microsoft office, 10 key, Management, Accounting, Budgeting, Billing, Customer Service, Data Entry, Oracle

MILITARY SERVICE

Service Country: United States
Branch: US Marine Corp
Rank: Lcpl
1998-09 - 2002-09

Supply Specialist- Warehouse, shipping /receiving, issue, inventory, order

Commendations:
good conduct medal