

Molly Smith

Erie, CO 80516

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To combine my passion for outstanding customer service with my intrapersonal skills to cultivate strong client-to-business relationships in a professional setting.

Authorized to work in the US for any employer

Work Experience

Executive Assistant

GREENSPACE LANDSCAPING, INC - Erie, CO

January 2022 to Present

- Invoice processing: Accurately reviewing and processing invoices, verifying details such as amounts, vendor information, and supporting documentation.
- Payment processing: Preparing and executing payments to vendors and suppliers, ensuring timeliness and accuracy in accordance with company policies and procedures.
- Vendor management: Establishing and maintaining positive relationships with vendors, addressing inquiries and resolving payment discrepancies in a professional and timely manner.
- Recordkeeping and documentation: Maintaining organized and up-to-date records of accounts payable transactions, including invoices, payment confirmations, and correspondence with vendors.
- Payroll processing: Accurately and timely processing of payroll for employees, ensuring compliance with company policies, legal requirements, and relevant payroll regulations.
- Timekeeping and attendance management: Monitoring employee attendance, tracking hours worked, and accurately calculating wages, including overtime, shift differentials, and any other applicable pay adjustments.
- Payroll data entry: Inputting and maintaining employee data, such as new hires, terminations, salary changes, tax withholdings, and benefits deductions, into the payroll system.
- Payroll tax and deduction calculations: Calculating and withholding federal, state, and local payroll taxes, as well as other deductions, such as benefits contributions, retirement savings, and garnishments.
- Payroll reconciliation: Conducting regular reconciliations of payroll transactions, ensuring accuracy and addressing any discrepancies or errors.
- Payroll reporting: Preparing and distributing payroll reports, including employee earnings statements, tax reports, and labor cost analysis, for management and accounting purposes.
- Compliance and legal requirements: Ensuring compliance with applicable labor laws, tax regulations, and reporting requirements, such as filing payroll tax returns and providing necessary documentation for audits.
- Employee inquiries and issue resolution: Responding to employee inquiries regarding payroll matters, including pay discrepancies, tax withholdings, and other payroll-related issues, and resolving them in a timely and professional manner.
- Payroll system maintenance: Assisting with the implementation, maintenance, and upgrades of payroll systems, including testing, troubleshooting, and collaborating with IT or software vendors as needed.

- Process improvement: Identifying opportunities for streamlining payroll processes, improving efficiency, and implementing automation tools or system enhancements to enhance accuracy and reduce manual errors

Document Processor

State National Companies - Bedford, TX

June 2019 to December 2021

- Maintaining and organizing electronic and physical document filing systems
- Verifying the accuracy of document information and making necessary updates
- Retrieving and distributing documents as needed, including to other departments or external parties
- Analyze and interpret insurance documents and update information to a proprietary computer system
- Perform within strict guidelines while maintaining high standards of accuracy and productivity
- Be part of a team responsible for overall service level standards

Parts Manager

VP Auto Sales - Garland, TX

November 2017 to June 2019

- Responded efficiently to customer requests and inquiries.
- Assisted with customer complaints and concerns.
- Develops estimates by costing materials, supplies, and labor,
- Prepares repair orders (RO) by describing symptoms, problems, and causes discovered, as well as repairs and services required.
- Keep detailed lists and spreadsheets of parts inventory.
- Make sure employees are provided with accurate information.

General Service Technician

Meineke Car Care - Plano, TX

March 2017 to November 2017

- Diagnosed and repaired customer vehicles in a timely manner.
- Responded efficiently to customer requests and inquiries.

General Service Technician

Master Tech Auto Care - Plano, TX

July 2016 to March 2017

- Diagnosed and repaired customer vehicles in a timely manner.
- Responded efficiently to customer requests and inquiries.
- Aided in shop upkeep.

Technician/Assistant manager

Kwik Kar - Dallas, TX

July 2014 to July 2016

- Assisted with customer complaints and concerns
- Managed employee schedules
- Kept accurate records of shop inventory and expenses

Education

High School Diploma

Hillcrest High School - Dallas, TX
2010 to 2014

Skills

- customer service (3 years)
- Problem-solving (3 years)
- RECEPTIONIST (3 years)
- RETAIL SALES (3 years)
- Microsoft Office (3 years)
- Management
- Sales
- Automotive Diagnostics
- Service Technician Experience
- Automotive Repair
- Mechanic Experience
- Suspension
- Brake Repair
- Vehicle Maintenance
- Oil Change
- Alignment
- Facilities maintenance
- Tire service
- Service writing
- Mechanical Knowledge
- Delivery Driver Experience

Certifications and Licenses

Driver's License

Assessments

Work style: Reliability — Proficient

February 2022

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

Attention to detail — Proficient

February 2022

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

Scheduling — Proficient

February 2022

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: [Proficient](#)

Work style: Professionalism — Proficient

February 2022

Tendency to be accountable, professional, open to feedback, and act with integrity at work

Full results: [Proficient](#)

Administrative assistant/receptionist — Proficient

February 2022

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

SKILLS

- Technical Knowledge
- Problem-solving
- Customer Service
- Adaptation
- Organization