

Mary Ann Mondragon

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970-302-7880

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Administrative Assistant/Clerical

Summary of Qualifications

- 15 + years of experience in administrative clerical, government, non-profit, banking, medical, financial setting.
- Operated office equipment such as cash register, 10 Key, copier, fax, debit credit card machines, scanners, printers, filing systems, multiline phone systems, proof machine.
- 10 + years of experience in handling secretarial/receptionist duties, cash handling/balancing cash drawer, customer service.
- General knowledge of MS Word, Excel, Access, Publisher and company software program for data entry.
- Known for being a solid team player with the ability to work independently and accurate with willingness to learn with little or no supervision.

Professional Experience

Administrative Assistant

- Operated office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.
- Answered telephones, directed calls, and take messages.
- Maintained and updated filing, inventory, mailing, and database systems, either manually or using a computer.
- Communicated with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints.
- Computed, record, and proofread data and other information, such as records or reports, processed property foreclosures, issued certificates of purchase, issued confirmation deeds.
- Typed, formatted, proofread, and edited correspondence and other documents, from notes or dictating machines, using computers or typewriters.
- Completed work schedules, manage calendars, and arrange appointments.
- Reviewed files, records, and other documents to obtain information to respond to requests.

Work History

Clerk, Duds N Suds Laundry Mat, Greeley, Colorado 09/2011-04/2012

Office Clerk, Weld County Public Trustees Office, Greeley, Colorado 06/07-09/2011

Secretary/Receptionist, St. Mary's Catholic Church, Greeley, Colorado 10/00-05/07

Office Technician IV, Weld County Assessor's Office, Greeley, Colorado 10/1986-7/00

Education/Training

Currently attending computer training at Workforce Center, company sponsored training in Weld County mapping system, Dealing with Conflict in the Workplace, Banking/Supervisor training.
High School Diploma, Greeley Central High School, Greeley, Colorado

