

# Monica Marquez

Greeley, CO  
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Authorized to work in the US for any employer

## WORK EXPERIENCE

### **Package Handler**

FedEx - Loveland, CO - 2017-11 - Present

Working 3rd shift- pulling packages off belt and loading onto cages for delivery drivers.

### **Rural Carrier Associate**

United States Postal Service - 2017-05 - Present

Gather, case, properly sort, and deliver mail and packages to rural customers.

### **Supervisor**

University of Colorado Health - 2010-04 - 2017-05

Adjust payroll hours, hire team members, attended meetings daily with doctors and upper management to discuss growth of department.

### **Administrative Assistant**

Counties contracting company - Mead, CO - 2001-10 - 2004-05

Data entry such as payroll hours, enter daily information, billing for northern Colorado. Attend weekly meetings with Excel Energy engineers.

### **Billing Specialist**

Counties contracting company - 2000-10 - 2003-05

## EDUCATION

### **N/A**

Laramie County Community College

## SKILLS

Microsoft office, Bilingual, Billing, Data Entry, Conflict Resolution, Payroll entry

## CERTIFICATIONS/LICENSES

### **Billing and Coding Specialist**

2006-08 - 2007-05