

Monique chavez

Thornton, CO 80229

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Work Experience

Accounting Assistant

Boyd Sign Systems - Englewood, CO

June 2021 to Present

Maintaining budgets and records, preparing and sending invoices, handling cash, booking travel arrangements, and performing other administrative duties.

Sales Consultant / Marketing

Desert Eagle Stone - Denver, CO

May 2019 to June 2021

Create Bids based off clients floor plans or measurements

- Project data entry and process jobs from beginning to end
- Scheduling templates and installs
- Run Online Social Media
- Help Improve scores by emailing surveys to clients

Backup Operations Support Tech / Server

The Cheesecake Factory

January 2016 to July 2019

Restaurant bookkeeping and the liaison between the restaurant and corporate support center for financial, human resources, payroll, and IT transactions.

- Conduct daily sales and cash audits
- Process vendor invoices and reconcile vendor statements
- Support Inventory process
- Complete new hire processing

Head Hostess

La Fogata Mexican Restaurant - Thornton, CO

September 2014 to January 2016

- Welcome guests in a warm and friendly manner.
- Seats guests and manage the seating chart.
- Responds to guest inquiries and requests in a timely, friendly, and efficient manner.
- Monitors restaurant activity to determine seating and dining flow.

Education

High school or equivalent

Thornton High School - Thornton, CO

May 2013

High school diploma

Skills

- Great Communication
- Problem Solving
- Ability to prioritize and multi-task
- Customer Service
- Data Entry
- Sales
- Microsoft Excel
- retail sales
- Administrative Experience (1 year)
- Time Management
- Personal Assistant Experience (Less than 1 year)
- Bookkeeping
- Salesforce
- Account Management
- Front desk
- QuickBooks

Certifications and Licenses

Notary Public - State of Colorado

December 2025

Assessments

Work style: Reliability — Highly Proficient

January 2019

Measures a candidate's tendency to be dependable and come to work.

Full results: [Highly Proficient](#)

Customer focus & orientation — Highly Proficient

December 2019

Responding to customer situations with sensitivity.

Full results: [Highly Proficient](#)

Administrative assistant/receptionist — Proficient

January 2021

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [Proficient](#)

Office manager — Proficient

February 2020

Scheduling and budgeting

Full results: [Proficient](#)

Sales skills — Proficient

July 2020

Persuading reluctant customers to buy products or services, and influencing and negotiating with customers to meet sales goals.

Full results: [Proficient](#)

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