

# C Renea Norwood

970-422-0009

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10738 Huron St - Apt B308, Northglenn, CO 80234

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## Administrative Assistant

Over 35 years of customer service experience. Able to professionally communicate with others in difficult situations. Works well with others and enjoy face to face contact. Committed to the safety of the public and protecting the environment.

### Skills

Problem solver  
information  
Self-starter  
communicator

Continuous learner  
Multi-tasker

Recording  
Strong

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## Experience

### Administrative Assistant

- Provided assistance in maintaining daily schedules by utilizing Microsoft Outlook for four different managers
  - Validated correct payroll entries for about 30 employees by logging into the Anso's program and checking the documentation provided by each employee
  - Maintained employee competencies which were required by each department to show skill sets by updating each employees' portfolio
  - Responsible for recording all accounts receivable and accounts payable receipts to maintain budgets by entering information into an Excel spreadsheet from
  - Scheduled travel and conference itineraries for staff and communicated the scheduling information to employees so that they could meet each obligation on time
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## Employment History

Uber / Lyft present	Driver	Northglenn, Co	2/2017 to
UPS Distribution Center City, Co 11/2019 to present	Preloader		Commerce
TSA 3/2019 to 8/2019	Transportation Security Officer	Denver, Co	
First Professional Services 8/2015 to 4/2019	Data Entry Clerk		Loveland, Co
Arby's 8/2015	Cashier	Loveland, Co	5/2015 to
Express Employment Professionals 12/2014 to 3/2015	Secretary		Grand Junction, Co

St. Mary's Hospital  
9/1995 to 4/2014

Administrative Asst.

Grand Junction, Co

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**Education**

High School Diploma  
1984

Central High School

Grand Junction, Co