

Candice Norfleet

HUMAN RESOURCES, OFFICE MANAGER, EDUCATION

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Profile

I am a results-driven business professional with a proven track record of effective leadership, adept management, strong interpersonal skills, and impeccable organizational abilities. Recognized for the ability to develop, coordinate, and lead teams, demonstrating exceptional attention to detail. A skilled and articulate communicator with a consistent history of achieving goals and cultivating positive relationships.

Experience

Prairie Operating LLC - Office Manager

June 2025 - November 2025

- Oversee daily operations to ensure smooth workflow
- Manage correspondence, scheduling, and meeting coordination
- Maintain office supplies, equipment, and vendor relationships
- Process invoices, expense reports, and purchase orders
- Maintain accurate records for regulatory compliance and audits
- Track budgets, project costs, and field expenses
- Act as a liaison between field office crews, management, and corporate office
- Support all field office employees
- Coordinate onboarding and training for field office staff
- Maintain employee records, timesheets, and payroll submissions
- Serve as the main point of contact for HR and safety compliance

Weld RE4 School District – Registrar

March 2022 - June 2025

- Serve as the primary contact for incoming and current students, overseeing student registration, unenrollment, and the management of student records.
- Play a pivotal role in planning and creating the Master Schedule, overseeing the updating of grades and transcripts, and ensuring compliance with state graduation requirements.
- Actively participate in registration planning and implementation, including the creation and request of transcripts.
- Train employees on data bases & various school policies
- Conduct interviews for potential new employees
- Conduct interviews for students who wish to advance their education onto post high school programs
- Maintain positive working relationships with students, members of the community, and key stakeholders

Shalestone Inc. – Office Manager

June 2021 – January 2022

- Act as the primary point of contact for vendors, employees, and customers, demonstrating professionalism and efficiency.
- Engage in extensive involvement in human resource duties that include recruiting, interviewing, and hiring candidates.
- Daily errands, office management, inventory control, and report management.
- Oversee social media management, accounts receivable and payable, and the maintenance of employee certifications.

UC Health – Patient Access Representative

August 2020 – March 2021

- Serve as the primary point of contact for patients, managing schedules, accounts receivable, and patient registration.
- Responsible for verifying insurance information and reconciling daily cash drawers.

Extraction Oil & Gas – Administrative Assistant

September 2019 – May 2020

- Act as the main contact for vendors, contractors, new employees, and outside sales, ensuring efficient communication.
- Coordinate major events, manage accounts payable and receivable, assist in human resources tasks, and address IT issues

Onsite Property Management, Ft. Collins CO – Maintenance Coordinator April 2019 – September 2019

- Serve as the main point of contact for tenants, owners, vendors, commercial properties, and HOA managers.
- Coordinate maintenance requests, schedule annual maintenance, manage work orders and invoices, and handle daily tenant interactions.

Liberty Union High School District– Clerk Typist

March 2016 – November 2018

- Record daily attendance records, provide training to substitute employees and students, manage attendance data reporting, and develop attendance reports.
- Act as a professional representative of the school district to students, families, and the community.

Education

Bachelor of Science (B.S.) Business Management, concentration in Human Resources, University of Phoenix – Honolulu, HI 2015

Human Resources Graduate Certificate, Colorado State University- Global – Windsor, CO 2022

Skills & abilities

- Management
- Problem solving
- Communication
- Leadership
- Team building

Technical Proficiencies:

- Word, Excel, PowerPoint, Access, Outlook, QuickBooks, Google Email, Adobe Suite, Leasing Desk, MRI, Google Calendar, Promas Property Mgmt., Yardi, Aeries & Aeries.net, Epic, Visio, Buildium, Infinite Campus, Parent Square, NCAA, and Xello.