

# Naomi Campos

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## EXPERIENCE

### **Rocky Mountain Prep RISE, Denver, Colorado – Office Manager**

FEBRUARY 2023– MAY 2026

Managed daily student attendance tracking, reporting, and compliance for over 600 scholars

Coordinated student enrollment processes, including documentation, records management, and family communication

Planned and executed school events, coordinating logistics, communication, and staff support to ensure successful outcomes

Served as the primary point of contact for students, families, and staff, improving front-office efficiency and responsiveness

Maintained accurate student records in compliance with district and state requirements

Provided high-level administrative support to school leadership, improving communication and operations

### **Office Evolution, Denver, Colorado— Business Center Manager**

JANUARY 2022 - FEBRUARY 2023

Oversaw daily operations of a shared office environment, supporting member needs and facility management

Conducted tours and consultative sales for private office spaces, contributing to revenue growth

### **Base Coat Nail Salon, Denver, Colorado — Director of Operations**

MARCH 2017 - SEPTEMBER 2021

Oversaw multi-state operations across 5 Colorado and California locations, ensuring consistency in service delivery, staffing, and customer experience

Managed end-to-end business operations, including payroll, financial tracking, and daily performance for 50+ staff across multiple locations

Led hiring, onboarding, and training initiatives, building and maintaining high-performing teams

Partnered with ownership to implement operational strategies that supported business growth and scalability

## SKILLS

Administrative: Calendar management, records management, data entry, front office operations

Operations: Process improvement, workflow optimization, team coordination, payroll administration

Event Coordination: Event planning, logistics, scheduling

Technical: Microsoft Office Suite, QuickBooks (Online & Desktop), Infinite Campus

Languages: English (fluent), Spanish (intermediate)

## EDUCATION

### **Metropolitan State University of Denver, Denver, Colorado — Bachelor of Arts, Accounting**

AUGUST 2017 - MAY 2019  
COURSEWORK TOWARD BACHELOR OF ARTS IN ACCOUNTING

### **Community College of Denver, Denver, Colorado — Associate of Applied Science in General Studies**

AUGUST 2013 - MAY 2016