

Robin Mondragon

Evans, CO 80620

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720-425-8162

Dedicated, highly organized individual, cares about the customer and is always willing to put best efforts forward. Quick learner, open minded to change, willing to learn new systems to better serve the client and always offering ideas to better serve the company.

Great leadership skills, extremely detail oriented with over 10 years' experience in the financial world. Self-motivated with excellent customer service skills internally and externally and great communication skills. Strong believer of "give them the pickle" concept.

Work Experience

Office Manager

E & T Electric

July 2019 to October 2019

- Was the office manager, but also handled multiple jobs within the 3 companies.
- Processed Payroll, managed rental properties, handled office organization and supplies needed, worked directly with owner on certain assignments he asked of me.
- Managed traveling for all employees by setting up hotels, car rentals, airfare as needed.

Executive Asst

Concrete Billing, Varra Companies, Inc

August 2013 to April 2019

- Hired as receptionist, but jobs duties have increased to many different areas of the business.
- So now more of an executive assistant, credit dept.
- Asst., concrete billing, etc.
- Home Depot/Firestone Loc.
- Customer Service.

Customer Service Representative, Home Depot

Home Depot

January 2016 to September 2018

Frederic, CO

Part time job working in customer service

Allied Forces Temp. Agency

July 2013 to August 2013

- Part time job working in customer service, cashiering and at times helping out in other departments of the store when needed.

Allied Forces Temp. Agency, July 2013-August 2013

temp

LakeShore Staffing, Tech Center

March 2010 to November 2010

Worked as a temp for several different companies through the agency.

Trust Processor

FISERV ISS - Denver, CO

December 2003 to May 2008

Trust Processor; for private notes and real estate mainly, though cross-trained to backup all areas of the department.

Associate Processor

LINCOLN TRUST CO - Greenwood Village, CO

December 2001 to December 2003

Processing incoming payments to client's accounts

Education

High school or equivalent

Abraham Lincoln HS

2004

Skills

- Data Entry, Mail Distribution, File Maintenance
- Dispatching
- Payable/Receivable Accounts Organized and created learning
- Invoicing Materials
- Data Entry
- Created quick and easy reference documents Prioritizing & Scheduling
- Office manager
- MS Office: Word, Excel, Outlook, Power Point, Payroll processing thru QuickBooks
- Payroll processing
- Handled Multi-line phone systems Setup, send and process credit applications
- Phone systems
- Volunteered to help create new system upgrades Concrete Billing
- QuickBooks and invoicing
- Rental
- Created Reports, Data Records and Spreadsheets Correspondence Properties to clients when needed
Liason
- Dispatching (take orders, give out product info, creating order
- Receptionist form.)

- Billing,
- Handled private client records and storage of personal information Spreadsheets
- Managing office, managing rental properties
- Clients Account
- Managing company vehicles with tags, records, maintenance, records DOT inspection
- File Maintenance
- Backup Office Support, Scheduling
- Scheduling
- Billing
- Quickbooks
- Accounts Payable