

# Roxann Sargent

Lakewood, Colorado  
roxann\_s@yahoo.com  
970-580-1169

## SUMMARY

- 22 Years Administrative and Bookkeeping experience (including; payroll and accounts receivable/payable)
- 19 Years Managerial and HR experience
- Accounting experience
- Notary Public Colorado
- Performing administrative tasks in unorthodox and fast-paced environments
- Highly organized with the ability to multitask and work independently
- Knowledgeable in early stages of Oil and Gas operations
- Familiar with OSHA protocols and I have contributed to several accident-free teams.
- Maintaining leadership roles overseeing teams as small as 2 and as large as 30 members
- Skilled with all Microsoft Office software, QuickBooks, ADP, Paypal business and many Adobe programs

## WORK EXPERIENCE

### **The Gnarly Toybox • Lakewood Colorado • 05/2021 - 01/2024**

#### **Buying Manager**

- Simultaneously manage brick and mortar store, warehouse as well as online auctions
- Oversee staff for 3 separate areas, including; the hiring process and terminations
- Accounts receivable & payable, record keeping and sales through Paypal
- Invoicing as well as creating records with Excel in real time during online auctions
- Appraising value, researching and buying items for inventory
- Preparing employee payroll through QuickBooks
- Customer service and in-person sales
- Create store displays and implement new concepts to increase both in-person sales and online viewership

### **The Harvest Hotel • Yuma Colorado • 07/2018 - 11/2021**

#### **Office Manager-Personal Assistant**

- Preparation and filing of documents; monthly/quarterly taxes, personal contracts, trade names, and various other documents as needed
- Coordinating remotely with CPA's and attorneys to organize and prepare records
- Supervise hotel operations and staff, such as; reservations, checking housekeeping for quality control, filing payroll and employee tax documents through QuickBooks • Act as interim HR and liaison, 24 hours a day for crew members while on location. Assisting with business and personal issues such as medical, legal and travel needs
- Complete necessary errands as needed

### **Conquest Geophysical formerly Tesla Exploration • USA and Canada •**

#### **01/2012 - 04/2019 Field Administrator**

- Overseeing daily operations and administrative tasks for crews of 30+ employees on location, domestically and internationally
- Assisting safety officer; submitting emergency plans to local hospitals, administering daily drug and alcohol

tests, ensuring daily safety logs were completed and each employee was in accordance with OSHA safety standards

- Coordinating travel accommodations on a moment's notice for crew members and myself; finding adequate lodging, booking transportation, overseeing convoy protocols
- Submitting payroll using various software that included ADP, QuickBooks, Paycom
- Facilitate seamless operations across multiple international locations by communicating effectively and working as a team with headquarters as well as all other crew members
- Executing pre-location tasks; submitting flight plans to local airports, notifying hospitals and emergency services of arrival, office set up, hotel check ins, obtaining the necessary licenses from employees

### **The Nelson Inn • Yuma Colorado • 03/2005 - 12/2011**

#### **Manager**

- Responsible for all daily operations; scheduling guest reservations, check in/out procedures, sending statements for long-term stays, cleaning rooms for early and late check-ins
- Scheduling employees and supervising both front desk and housekeeping staff as well as hiring new staff
- Remaining on call for employee assistance or to cover shifts with a small staff
- Prepare payroll manually
- Creating advertisements for local publications
- Handling of accounts receivable/payable and submitting direct billing for corporate accounts
- Placing order for hotel supplies with vendors and scheduling repairs

### **711 Convenience Store • Yuma Colorado • 03/2003 - 05/2006**

#### **Shift Manager**

- Record end of shift financial reports
- Train new hires and oversee employees on the same shift
- Determine supply and demand using a handheld ordering device and placing orders accurately
- Provide general customer service

### **Archer Daniel Midland • Yuma Colorado • 08/2002 - 05/2004 Administrative Assistant**

- Prepare accounts receivable and payable
- Calling in daily crop reports to USDA and local radio stations
- Filing and organizing grower reports
- Assist with semi-truck check in for product pickup/delivery and outside scales while abiding by strict OSHA regulations
- Contributing ideas and working alongside corporate auditors during bi-monthly plant inspections

#### **EDUCATION**

Northeastern Junior College • Sterling Colorado • 05/2003 - 07/2006

Yuma High School • Yuma Colorado • 05/2004

#### **CERTIFICATIONS**

Notary Public Colorado

Commission expires 03/21/2028

#### **VOLUNTEERING**

Yuma County Sheriffs Department

Event Staff • Yuma, Colorado

