

# Samantha Lemon

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**Objective:** *To obtain a position where I can utilize my skills to demonstrate and make a difference an established company.*

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**Education:** Metropolitan State University, Denver, CO      January 2021-  
Current

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## Work Experience:

Adams 12 School District (Thornton) - **Varsity Cheer Coach (Horizon HS)**      May 2022- Current

Mountain High Appliance (Denver) - **Purchasing Agent**      Sept 2021- January  
2023

- Implement customer order process
- Place and verify customer orders with vendors
- Initiate packing slips for customers
- Verify backordered product is ready for pickup
- Coordinate add on orders with Sales
- Input all receiving from previous day will calls
- Place orders daily

North Valley Bank (Thornton) - **Teller/Personal Banker**      July 2019 - Sept 2021

- Receive the working cash for the day and count it before the shift begins
- Accept deposits of both checks and cash and validate deposit slips
- Process cash withdrawals
- Verify customers, admit them to their safety deposit boxes
- Receive payments for bills, loans and mortgages
- Open new accounts for customers performing all prior procedures to verify customer background
- Balance all recons on accounts for the all branches
- Balance checks and cash at the end of every day

- File all signature cards and scan customer identification into system database
- Maintain excellent customer service to current and new customers

*Total Floors (Denver) - **Purchasing Agent***

*March 2018 - May 2019*

- Implement customer order process
- Place and verify customer orders with vendors
- Initiate packing slips for customers
- Verify backordered product is ready for pickup and notify customer
- Assist Operations Manager with Accounts Payable and invoicing
- Coordinate add on orders with Sales
- Manage inbox for Purchasing Department
- Answer and redirect calls from customers and vendors

*Colorado Flooring (Denver)- **Warehouse Clerk/Office Asst.***

*March 2013 - March 2018*

- Assist customers with pickups and returns at warehouse service desk
- Receive product and create inventory tags
- File special order receiving paperwork by vendor and date
- Verify customer order status with sales
- Manage returns and facilitate product to correct warehouse hub
- Generate credits for customers and initiate claims with vendors
- Support warehouse associates with loadouts
- Place order for warehouse supplies
- Answered inbound calls and transferred to appropriate extension if necessary
- Maintained a clean install board
- Managed daily deposit
- Collected remaining balances after completed installation
- Calculated and verified taxes on all service orders
- Managed transfers from store to store
- Received product and updated inventory
- Assisted human resources with new sales rep onboarding