

Samantha Merritt

Westminster, CO 80030

sammiejo8819z4s2q_b3o@indeedemail.com

+1 720 850 3839

- Experienced and energetic office/customer Service personnel.

Lakewood, Co 80215

Committed and motivated office associate with exceptional customer service. Strong work ethic, Professional demeanor and a great team player. Quick to learn new tasks/procedures.

Lets get the job done with a great attitude!

Authorized to work in the US for any employer

Work Experience

Administrative Assistant/Receptionist

Suburban Propane - Lakewood, CO

October 2018 to Present

Work directly with the customer. Answer telephones Scheduling out propane deliveries, taking emergency leak calls, dispatching. Every aspect of helping the customer with the task at hand.

Computer entry of all data Updating accounts Emails etc. Work directly with businesses and propane pump stations.

Production Supervisor

The Honest Stand - Arvada, CO

October 2016 to September 2018

- Over see production line and make sure is working in order as it should.
- Over see employees under my supervision.
- Assist with prepping materials
- Shipping and receiving of products
- Entry of all data in which pertains to the product.

Certified Nursing Assistant

CNA

March 2015 to October 2016

- Help residents with ADL.
- Chart Progress in POC.
- Work with team to provide safe health haven for residents.
- Help therapy with task for residents.

CNA/Office Assistant

All State Home Health - Englewood, CO

May 2013 to September 2016

- Help with answering of phones and basic office needs.
- Chart any and all information pertains to client.
- Scheduling and billing of clients and task performed.

Travel to and from clients home. Take to Appointments as needed.
Help with daily ADL.

Supervisor Manager

All State Home Health - Littleton, CO
November 2013 to July 2016

Manager workers on shift.
Open/close store.
Merchandising/stocking of products.
Run store to make sure it is operating order.
Manage phone calls in and out of store.
Money skills: over see safe money deposit and. drops, cashier drawers Etc.
All customer service aspects.

Education

High school diploma

Hidden Lake High School - Westminster, CO
August 2002 to August 2006

Skills

- Data Entry (3 years)
- Answering Phones (10+ years)
- Scheduling (7 years)
- Microsoft Office
- Office Equipment (7 years)
- Billing (6 years)
- Shipping & Receiving (6 years)
- POS skills (10+ years)
- QuickBooks (3 years)
- Sales Support (7 years)
- Medical Terminology (7 years)
- Merchandising (5 years)
- Account Management (3 years)
- Retail associate & cashiers (10+ years)
- Order Entry (3 years)
- Front Desk (3 years)
- Typing (5 years)
- Analysis Skills (3 years)
- Bookkeeping
- Documentation Review (3 years)
- Data Collection (3 years)

- Construction
- Packaging
- Operating systems
- Contracts
- CRM software
- Accounts receivable
- Cash handling
- Clerical experience
- Filing
- Accounting
- Finance & accounting
- Finance
- Accounting (2 years)
- Intake
- Google Docs
- Account reconciliation
- Payroll
- Schedule management
- Accounting software
- Databases
- Accounts receivable
- Account management
- Customer relationship management
- Customer service
- Typing
- Order entry
- Retail sales
- Google Docs
- Microsoft Access
- Accounts receivable
- Windows
- Document management
- Help desk
- QuickBooks
- Operating systems
- Front desk
- Clerical experience
- Adobe Acrobat
- Accounts payable
- Cash handling

- Hospitality
- Analysis skills
- Schedule management
- Documentation review
- Data collection
- Payroll
- Sales
- POS
- Cash register
- Account reconciliation
- Freight
- Bookkeeping
- Microsoft Project
- Microsoft Outlook
- Microsoft Excel
- Data entry
- Office experience
- Phone etiquette
- Microsoft Word
- Time management
- Writing skills
- Computer skills
- Communication skills
- Management
- Filing
- Microsoft Office
- Administrative experience
- Microsoft Powerpoint
- Grocery store
- Veterinary experience
- ERP systems
- Organizational skills
- Marketing
- Salesforce
- Research
- Executive administrative support
- Animal restraint

Certifications and Licenses

Certified Notary Public

May 2023 to May 2027

Assessments

Working with MS Word documents — Proficient

April 2022

Knowledge of various Microsoft Word features, functions, and techniques

Full results: [Proficient](#)

Customer service fit — Proficient

April 2022

Measures the traits that are important for success for customer service roles

Full results: [Proficient](#)

Administrative assistant/receptionist — Proficient

November 2023

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

Customer focus & orientation — Proficient

May 2022

Responding to customer situations with sensitivity

Full results: [Proficient](#)

Work motivation — Proficient

December 2020

Level of motivation and discipline applied toward work

Full results: [Proficient](#)

Scheduling — Proficient

November 2022

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: [Proficient](#)

Warehouse safety — Proficient

January 2024

Using safe practices in a warehouse setting

Full results: [Proficient](#)

Work style: Reliability — Proficient

April 2024

Tendency to be reliable, dependable, and accountable at work

Full results: [Proficient](#)

Management & leadership skills: Impact & influence — Proficient

January 2024

Choosing the most effective strategy to inspire and influence others to meet business objectives

Full results: [Proficient](#)

Data entry: Attention to detail — Proficient

November 2023

Maintaining data integrity by detecting errors

Full results: [Proficient](#)

Project timeline management — Proficient

December 2023

Prioritizing and allocating time to effectively achieve project deliverables

Full results: [Proficient](#)

Work style: Professionalism — Proficient

December 2023

Tendency to be accountable, professional, open to feedback, and act with integrity at work

Full results: [Proficient](#)

Front desk agent (hotel) — Proficient

March 2024

Selecting hotel rooms based on requests and identifying errors in hotel data

Full results: [Proficient](#)

Bookkeeping — Proficient

March 2024

Calculating and determining the accuracy of financial data

Full results: [Proficient](#)

Office manager — Proficient

November 2023

Scheduling and budgeting

Full results: [Proficient](#)

Customer service — Proficient

October 2020

Identifying and resolving common customer issues

Full results: [Proficient](#)

Work style: Reliability — Proficient

October 2022

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

Customer service — Proficient

October 2022

Identifying and resolving common customer issues

Full results: [Proficient](#)

Medical receptionist skills — Proficient

November 2023

Managing physician schedules and maintaining accurate patient records

Full results: [Proficient](#)

Attention to detail — Proficient

April 2022

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

Basic computer skills — Proficient

April 2022

Performing basic computer operations and troubleshooting common problems

Full results: [Proficient](#)

Spreadsheets with Microsoft Excel — Proficient

November 2023

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Proficient](#)

Filing & organization — Completed

March 2024

Arranging and managing information or materials using a set of rules

Full results: [Completed](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.