

Sarah Andreano

Brighton, CO 80601

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To obtain a challenging position that allows me to utilize my current skills to assist in advancing a business that offers a stable employment opportunity.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

WORK EXPERIENCE

Executive Assistant

Innovative Database Solutions - Commerce City, CO - 2011-04 - 2017-09

- Prepare and mail invoices to clients using Intuit QuickBooks Software program
- Manage client and vendor files
- Enter purchase orders for all outgoing purchases
- Set up new client files
- Bank deposits via Panini

Executive/Personal Assistant to CEO

WizBang Solutions Inc - Commerce City, CO - 2007-09 - 2017-09

- Prepare and mail and or email invoices to clients using Intuit QuickBooks Software program
- Manage employee, client and vendor files
- Accounts payable and receivable using QuickBooks software program
- Bank deposits via Panini
- Prepare comprehensive reports and spreadsheets for certain clients postage accounts
- Create new client files
- Coordinate meetings and update Microsoft Outlook calendars for all managers
- Productively manage clients simultaneously through the internal Wiz Bang project process, keeping communication flowing through all departments while skillfully avoiding errors to achieve increased company profits and client approval.
- Serve as primary point of contact with multiple clients through their job process offering a high degree of client satisfaction and retention.
- continuously educate myself and the client by staying current on all postal regulations, rates and processes.
- Successful in procuring all required products, such as, packing materials, printed matter, and data lists from outside vendors for numerous projects.
- Coordinate with Vice President of Production to determine daily production, to ensure customer timelines and expectations.
- Manage progress of client jobs and communicate daily updates to Sales Staff.
- Committed to train all Deputy Customer Service Representatives on client retention and satisfaction, based on company philosophies and mission.
- Assist Sales Representatives on existing and potential client meetings and contribute knowledge of industry practices and procedures.
- Run errands as needed
- Additional functions include: ordering office supplies, answering phones, maintaining file management system, filing, faxing, scanning documents and making copies and running the company when the owner is out of the office.

Office Manager/project

Heartland Industries - Denver, CO - 2001-04 - 2007-09

- Weekly and Monthly reporting to the District and Branch Managers
- Training of other employees at corporate office in Indiana
- Generate Invoices
- Maintain project schedule
- Coordinate the development of consistent and timely project status

EDUCATION**Quickbooks**

Front Range Community College - Westminster, CO
2014 - 2014

Associates in applied Science in Science

Arapahoe Community College - Englewood, CO
2004 - 2006

Horizon High School
1998

SKILLS

Microsoft Office, Quick Books, Knowledge in medical terminology

ADDITIONAL INFORMATION

I have outstanding time-management, organizational and multitasking abilities.

I am dependable and I possess the skills to work with a team to accomplish a common goal. I have the type of personality needed to help motivate others to get the job done in an efficient manner while maintaining quality.

I also have the ability to work independently with little or no supervision.