

Sarah Loving

Loveland, CO 80538

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I am a quick learner. I am currently working as an Office Assistant at ACS Exams Institute

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Office Assistant

ACS Exams Institute - Loveland, CO

March 2022 to Present

- Download, Invoice, and File daily orders,
- Answer phones, and assist customers.
- Authenticate, approve, and process phone or email orders.
- Process Mail
- Log checks into the check log and apply payments to appropriate accounts
- Monitor email and respond.
- Operate Polycom phone system
- Prepare mail for mass mailings.
- Maintain office supply inventory and additional requisition items as needed.
- Assist with committee activities.
- Shipping
- Inventory
- Receive and inspect returned products and check back into the system

Document Control Specialist

Peraton - Loveland, CO

June 2017 to March 2022

- Scan for Digital File Room
- Quality Control for Digital File Room
- Maintain and organize file room
- Data Entry
- Process incoming faxes.
- Inputting accurate information in excel.
- Process mail.
- Monitoring materials that are being shipped.
- Working with the customer
- Answering questions via email and phone
- Adhering to compliance.

Shoe Sales Associate

JCPenney - Fort Collins, CO

August 2016 to June 2017

- Customer service
- Cleaned area
- Helped other departments
- Cashier

Lied Middle School

CLARK COUNTY SCHOOL DISTRICT - Las Vegas, NV

August 2015 to June 2016

- Create rigorous lessons.
- In charge of thirty to forty students.
- Coached Soccer.
- Knowledge of U.S. History from Native Americans to World War II
- Attended staff and PLC meetings every week.
- Worked with other teachers.
- Covered classes during my prep when a teacher did not have a substitute.

Education

Bachelors of Arts in History/Secondary Education

University of Northern Colorado - Greeley, CO

August 2010 to May 2013

N/A in History

Front Range Community College - Fort Collins, CO

2007 to 2010

High school diploma or GED

Skills

- Microsoft Office (10+ years)
- Teaching (3 years)
- Customer Service (10+ years)
- Document Management (4 years)
- Research
- Writing Skills
- Typing (10+ years)
- Adobe Acrobat (3 years)
- Google Docs
- Sports Coaching
- Swimming
- Microsoft Outlook
- Front desk (3 years)

- Filing (3 years)
- Windows
- Shipping & receiving
- Administrative Experience
- Database administration
- Leadership
- Contracts

Additional Information

Security Investigations

- DCSA Favorable adjudication T5 granted 5/22/17
- Classified ISA/S Security Clearance granted 6/23/18