

Selena Harlan

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Westminster, CO. 80031

720-905-6172

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OBJECTIVE

Organized, Ambitious self-starter looking to offer my skills in leadership, customer service, and Admin Type Roles. Looking to take advantage of my extensive knowledge In all Microsoft programs, QuickBooks, ADP, SAP to help with Administrative Duties. Hard-Working and Loyal.

EDUCATION —

Rifle, Colorado
Rifle High School,
High School Diploma with
Honors

Kaplan University
Regency Beauty Institute

KEY SKILLS —

Data Entry
Customer Service
CDOT
Dispatch
Permits
Verint
SAP
Payroll
IBM Line Matrix Printer
IBM AS/4000 (Sage)

EXPERIENCE

July 2023 – October 2024

Fraud Investigator • Financial • PNC Bank

November 2019- March 2023

Lead AR&AP Specialist • Construction Admin • PSC/Q3 Contracting

May 2018- November 2019

Eligibility Specialist • Jeffco/Garfield County Human Services

July 2015- April 2018

Senior Customer Service Rep. • Financial • Bank of America

Feb 2011 – July 2015

Accounts Payable Clerk • Construction Administrative • Fraser Painting

COMMUNICATION

Excellent Written and Verbal communication Skills. Superb presentation and negotiating skills. I am able to clearly convey points to diverse audiences. I am a very good listener which promotes my ability to intimately understand a situation and deliver a tailored personal response. 10-Key expertise. Accounts Receivable & Payable Experience. Data Entry. Self-Starter, Can work in group and Independently.

LEADERSHIP

Have led, Trained and Supervised a group of at least 4 personnel in all roles held. Coach/SME Roles held.
HOA President for Emerald Bay Condos in Henderson, Nevada

REFERENCES