

## **Mandy Sellers**

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### **Objective**

To obtain a position within a company that can utilize my areas of knowledge and experience

### **Area of skills**

Customer Service (Problem solving), Management of employees ( HR) , Recruiting/Hiring of employees, team building/training, Advertising, Payroll processing, AR/AP, Minimal Quickbooks, Billing, Answering of multiple phone lines, Office duties, Organizing of meetings/catering events/promotions, Inventory of supplies, Ordering of supplies, Cash handling, Detail/Organization oriented

### **Professional Experience**

May 2011 – Oct 2011

Advanced Assembly

Aurora, CO

Sales Support / Sourcing Specialist / Safety committee / First Responder

Duties: Quoting, purchasing, order entry, file review, customer service

July 2006 – May 2011

Deli Cioso Mexican Restaurant & Cantina

Longmont, CO

Waitstaff/Bar Manager & Catering

Duties: Management, Customer service, ordering of supplies, payroll processing, accounts payable/receivable, cash handling, over seeing duties of employees, catering events, waitress, bartender. All duties of operation

May 2004 - July 2006  
Western Distribution  
Denver, CO  
Promotions/Team Leader

Duties: Organize staff/team for variety of promotions, hold team meetings, monthly agenda planning, wardrobe consulting, making sure event attendees were satisfied

March 2000 – October 2004  
Monarch Dental / Various Offices  
Denver, Greeley, Ft. Collins  
Dental Assistant (Oral Surgeon, General, Ortho)

Duties: Patient care, room preparation, Proper sterilization/disinfecting of all supplies used during procedures, explanation of procedures to patient, care instruction, x-rays, lab work, charting, general office duties, insurance verification

1996 – Present  
Self Employeed  
Residential/Commercial Cleaning

Duties: Clean dwelling to customer specifications and satisfaction in a satisfactory time with attention to detail.

### **Education**

Frederick Jr/Sr High School – Graduated 1994  
Career Development Center – Dental Assisting – Graduate 2000

**References available upon request**

