

Shannon Huber

Permit Coordinator - SEFNCO Communications

Frederick, CO

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(719) 329-8590

Accomplished with over 8 years of experience in supply management. Regarded as a mission-driven Soldier, who possesses a strong work ethic emphasizing quality, with proven skills in establishing teamwork throughout an organization. Strengths include:

- * Operational Management * Contracting *Administrative Office Work
- * Strategic Planning * Movement Planning *Credential Assistance
- * Team Building * Office Skills * Payroll Assistance
- * Permit Coordinating * Detail-Oriented
- * Finance & Budget Administration * Computer Skills

Work Experience

Permit Coordinator

SEFNCO Communications - Centennial, CO

2018 to Present

- * Responsible for submitting, obtaining and receiving of all Right of Way permits needed from several jurisdictions in the South Denver areas.
- * Adheres to all policies and procedures from each jurisdiction when obtaining permits.
- * Maintains all records and tracks permits accordingly using Excel.
- * Tracks COI's, Contractor Licensures and Bonds that our company has.
- * Collaborates with the project manager team to manage all permit request.
- * Coordinate and manage all invoices and manual check requests.
- * Maintain permit status reports and communicate with project managers relevant information.
- * Customer service skills
- * Effective written and oral communication skills with staff and customers.

Administrative Assistant

SOS Healthcare - Aurora, CO

2018 to Present

- * Responsible for answering phones and rerouting accordingly
- * Completes candidate credentialing with background checks.
- * Uploading documents to API.
- * Quarterly and annual temp evaluations.
- * Organizing, filing, faxing and scanning necessary documents.
- * Assisting clearing accounting and compiling a spreadsheet needed to process payroll.
- * Sending out invoices with the correct billing information needed to bill clients appropriately.

Supply Coordinator

St. Paul Health Center - Denver, CO

2017 to 2018

- * Performs clerical and scheduling activities to maintain 24 hour 7 days a week schedule, for Nurses and Certified Nursing Assistants.
- * Builds relationships with nursing staff to understand scheduling needs and requirements.
- * Coordinates and confirms schedules with staffing agencies.
- * Responsible for planning and directing the procurement of nursing supplies.
- * Knowledge of strategic planning and resource allocation.

Customer Service Agent

Southwest Airlines - Denver, CO

2014 to 2017

Denver, Co

- * Handles any aspect of ticketing and check-in by operating a computerized point-of-sale system, boarding, baggage service, reservations and resolving related complaints and problems.
- * Greeting and handling Customers in a polite and friendly manner.
- * Provides current and accurate fare, schedule, reservations, and flight arrival/departure information and answers all general inquiries from Customers and other visitors to the airport terminal.
- * Deals with mishandled Customers as a result of over sales, delayed or cancelled flights, lost, delayed, or damaged luggage. Resolves such problems quickly and within guidelines established by the Company

Technical Care Specialist

T-Mobile - Colorado Springs - Colorado Springs, CO

2013 to 2013

- * Directly responsible for providing customer service for individuals that need assistance with mobile devices.
- * Receives network and device related troubleshooting calls directly from customers, other T-Mobile departments, and third-party partners.
- * Resolve product or service problems by clarifying the customer's concerns; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution.
- * Strong multi-tasking skills and system navigation skills through use of multiple computer systems.
- * Competency in customer focus, change & innovation, strategic thinking, relationship building & influencing, talent management, results focus and inspirational leadership.

United States Army - Fort Carson, CO

2006 to 2013

Korea, Afghanistan, Fort Carson)

- * Responsible for supervising or performing tasks involving the general upkeep and maintenance of all Army supplies and equipment.
- * Responsible in making the annual budget in order to complete tasks and missions throughout the year.
- * In charge of over 2.5 million dollars of equipment.
- * Receive, inspect, inventory, load/unload, store, issue and deliver supplies and equipment.
- * Maintained automated supply system for accounting of organizational and installation supplies and equipment.
- * Secured and controlled weapons and ammunition in security areas.
- * Scheduled and performed preventive and organizational maintenance on weapons.
- * Proficient in PBUSE system related to supply management.

* Contracted with vendors outside of the Army to get equipment needed for mission.

Education

MS in Psychology

University of Phoenix - Denver, CO

2019

BS in Healthcare Administration

University of Phoenix - Colorado Springs, CO

2015

Additional Information

Analytical problem solver - skillfully tackles complex quality, operations, safety, and risk challenges.

- Turned in over 4.3 million dollars of overused and broken equipment bringing the unit back money.
- Reduced expenses 10% by reengineering supply/sourcing strategies and negotiating new contracts.

- Key player to implement strategies to incorporate new equipment and ways to get supplies needed for mission.
- SSN-LIN Automated Management & Integrating System (SLAMIS)
- Standard Army Maintenance System - Enhanced (SAMS-E)
- Logistics Information Warehouse (LIW)
- PBUSE (Property Book Unit Supply Enhanced)
- Customer Service Skills
- Completed Candidate credentials and verified information, along with running background.
- Clearing accounting and compiling spreadsheets for accounting to process payroll.
- Assists in Obtaining Permits from different municipalities to construct in the Right of Way.