

# Sheonna R. Pollard

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Loveland, CO 80537

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**Objective:** Highly motivated professional seeking employment with a quality company where I can best utilize my skills and abilities.

## Summary Of Qualifications:

Proficient in Microsoft Word, Excel  
Powerpoint, & Outlook  
Data Entry  
AP/AR  
Typing 45 wpm  
Ability to work alone or in a team setting

PBX Operation (24 lines)  
Customer Service  
Able to work in a fast pace environment  
Shift Supervisor for 6 employees  
Scheduling  
Invoicing (alpha-numeric)

## Experience:

**Otterbox (temp)                      Customer Service                      Longmont, Co                      7-2017-12-2017**  
Handled incoming and Outbound calls, Troubleshooting, Microsoft Word, Excel, Customer Service, Data Entry (alpha-numeric)  
Processing Payments and Collections.

**Vestas Blades Windsor                      Administrative Assistant                      Windsor, CO                      1/2016-7/2016**  
Handled all general office duties, Invoicing, heavy phones, payroll, Microsoft Word, and Excel, scheduling, Taking meeting notes, Helped Develop New company magazine.

**Spa Botanica                      Receptionist                      Loveland, Co                      10/2015- 7/2017**  
Handled general office, filing, faxing, scheduling, maintained clean work environment, handled heavy phones, customer service, also Microsoft Word, Powerpoint, and Outlook.

**Blackburn Electric Works                      Office Manager                      Los Angeles, CA                      2007-2011**  
Handled all general office duties, data entry, prepared proposals, handled collections, customer service, heavy phones, and payroll, Microsoft Word and Excel.

**Social Vocational Service                      Administrative Assistant                      Torrance, CA                      2005-2007**  
Handled all general office duties, Invoicing, heavy phones, payroll, Microsoft Word, and Excel, scheduling, and client relations.

**Abigail Abbott Staffing                      Administrative Assistant                      Cerritos, CA                      2003-2005**  
Customer Service, invoicing, A/P & A/R, data entry, 10 key, logistics, scheduling, collections, Microsoft Word, and Excel.

**Burlington Coat Factory                      Customer Service Rep                      Torrance, CA                      2002-2003**  
Handled merchandise, cashiering, customer service, invoicing, merchandising, large cash handling, and stocking.

**Crystal Park Hotel & Casino                      Front Desk/ Casino Services                      Compton, CA                      1999-2002**  
Customer Service, guest registration, large cash handling, night auditing, casino services, switchboard, handled all member services, invoicing, scheduling, shift supervisor, PBX, data entry, 10 key, collections and distribution of casino points.

## Volunteering:

**Action Head Start                      Volunteer                      California City, CA                      2010-2014**  
Helped in all activities, prepared meals, meeting notes, prepared for field trips, and helped with back office.

## Education:

Travel Trade & Career Ins.  
San Diego Job Corps

Import & Export  
Child Development

Long Beach, CA  
Imperial Beach, CA