

# PAMELA SIMMONS

## PROFILE

Data entry specialist and secretary with over 15 years experience in data entry, order processing, and front desk management seeks to contribute expertise to a growing organization. Unique ability to interact astutely with all levels of staff and clients, while ensuring the timely and accurate completion of all daily duties even in high-volume, fluctuating environments. Recognized for persevering work ethic, self-motivated attitude, and swift mastery of business proprietary softwares.

## CORE COMPETENCIES

Data Entry/Analysis - Customer Support - Basic Accounting/Bookkeeping - Order Processing  
Administrative Duties - Shipping/Mail Management - Microsoft Office Suite (Excel, Word, Outlook)

## EXPERIENCE

### **INSTRUCTIONAL PARAEDUCATOR, FOOTHILL ELEMENTARY SCHOOL** BOULDER, CO 2009-CURRENT

Serve as receptionist for a 600-student school, answering phones, handling mail, greeting visitors, answering requests, and directing individuals to appropriate contact. Serve as a valuable resource for 50-person teaching staff, preparing class materials, grading tests, taking attendance, and managing instructional centers. Assist students with classroom activities and assist with curriculum instructional delivery to both individuals and small groups, ensuring personalized attention and full mastery of subjects. Supervise and monitor students during playground, lunchroom, field trips, passing periods, classroom activities, etc. Cover classroom for short periods when teacher is called out of the classroom and assist with CSAP and other assessment testing of students.

### **PRODUCTION SPECIALIST, JEPPERSON DENVER, CO 2010-2011**

Assembled informational materials and fulfilled customer orders and subscription revisions for navigational products based on shipping orders, bills of material, content reports, revision letters, and other work instructions. Ensured the timely completion of orders and revisions with a high level of accuracy. Assembled inserts into sub-assembly, verified envelope and label information to the product/coverage to ensure customer receives accurate information.

### **TEST EVALUATOR, KELLY SERVICES LONGMONT, CO 2009-2011**

Evaluated student responses to non-multiple-choice questions at elementary and secondary school levels. Assigned scores via computer systems, according to established standards in the areas of reading, writing, science, and mathematics.

### **DATA ENTRY OPERATOR, KABLE NEWS CO. LOUISVILLE, CO 1994-2009**

Handled cash and credit card transactions, received cash or credit card batches, analyzed magazine subscriptions/product documents, and distributed total amount of each check or credit card transaction by allocation funds for a leading, global magazine and periodical circulator. Reviewed all transactions and batch information, bound checks, and deposited tickets. Recognized for willingness to take on added responsibilities, ability to communicate effectively with all levels of staff and clients, and capacity for efficient and accurate completion of complex data processing tasks even in high-volume, high-stress environments. Awarded "Employee of the Year" in 1996.

## EDUCATION

University of New Mexico — B.A. Psychology, 1973