

Steffanie Scott

The wearer of many hats!

Denver, CO 80203

steffmscott@yahoo.com

720-723-9538/ 424-272-1230

Authorized to work in the US for any employer

Work Experience

Mail Sorter

Prologistix/DHL - Denver, CO

May 2020 to July 2020

- Sorted all mail by sort area requirements and in accordance with company quality process standards
- Met sorting production quota standards
- Inspected each piece of mail to ensure the indicia are affixed correctly and the zip code on the indicia matches the address zip code
- Maintained cleanliness of work area
- Duties included reassignment to alternate operational areas as business needs require
- Essential duties were not necessarily exhaustive and may be supplemented or otherwise revised by DHL at its sole discretion

Warehouse Associate

Primesource Staffing/Dish Network - Denver, CO

August 2019 to January 2020

- Under direction performed a variety of shipping/receiving, stocking activities
- Stored and distributed supplies and equipment .Maintained inventory and stock records, performed related work as required
- Ensured products are received and moved through the warehouse floor via various modes such as pallet jack, forklift, etc.
- Completed shipping/receiving paperwork with low percentage of errors Issue untested accessory items for shipment
- Prepared and shipped finished goods material while ensuring a clean and safe work place was maintained.
- Down;loaded receivers, made boxes, and line production.

Production Worker

Resource MFG/ Zeigenfelder - Denver, CO

July 2018 to November 2018

- Packed popsicles in bags
- Boxed finished product
- Sanitized work area

Concierge/Security Officer

Securitas Security Services USA - Denver, CO

June 2017 to October 2018

- Greeted residents and vendors coming into and exiting the building
- Assisted with move ins/move outs, set up freight elevators.
- Provided information on events and services to residents who visit the front desk
- Helped to maintain the cleanliness and orderliness of the lobby
- Assisted with packages
- Answered and appropriately handled or rerouted incoming phone calls from residents, prospective residents, vendors and other parties
- Fielded service requests from current residents, print requests, give to maintenance staff for completion and follow up with residents once maintenance is complete
- Scanned, organized and handed out packages
- Assisted vendors and residents needing keys
- Assisted with lobby tours and general questions as needed
- Performed any other duties as assigned by management team

Internship

Darryl S. Elliott, P.C - Denver, CO

February 2018 to March 2018

to February 2018

- Transmittal letters, archiving, disbursement, assisting the Business Manager in the closing of files.
- Preparing hours log for entire cases, reviewing the electronic files to accomplish this with Needles software.
- Putting together packets, data entry in Needles software.

Laundry Attendant

Aspen Linen & Laundry - Denver, CO

July 2016 to February 2017

- Sorted laundry and linens
- Folded laundry per client's request
- Weighed laundry for appropriate pricing.
- Housekeeping

Independent Contractor Route Carrier

Denver Newspaper Agency - Englewood, CO

2002 to 2015

Independent Route Carrier • Added inserts, folded, and bagged newspapers and other national periodicals while ensuring prompt delivery.

- Making requested and routine updates/changes to route delivery lists.
- Assisted District and the Assistant District Manager with "down" routes.

Legal Receptionist/Office Assistant/Floating Legal Secretary

Denver Newspaper Agency - Aurora, CO

2007 to 2012

Operated switchboard, answered incoming calls, routed callers to appropriate staff members, retrieved voice mails and directed messages to the proper personnel.

- Provided over the phone assistance with questions from callers as well as face-to face with clients/vendors, opposing counsel, and other miscellaneous visitors to the firm.

- Received, sorted, logged, and routed mail. In addition, delivered outgoing mail to the post office each day.
- Maintained the upkeep of the lobby and break areas plus ensured stocking of condiments for employees
- Assisted paralegals, secretaries, and attorneys with various projects and tasks.
- Closed settled cases which were to be sent to storage • Reviewed the calendars of office staff to determine availability of the firm's employees.
- Posted charges to the cases of clients for faxes, long distance charges, and photocopies.

Security Officer/Receptionist

Securitas Security Services USA - Denver, CO
2006 to 2007

Provided assistance and information to associates, visitors, and contractors who frequented Jones International University.

- Operated switchboard, answered calls, transferred calls, paged, and made public address announcements.
- Issued keys, checked out equipment, from the front lobby desk, and logged information.
- Patrolled all common areas, stairwells, mechanical areas, perimeter, etc. and addressed any hazards.

Education

Associate in Legal Office

Emily Griffith Technical College - Denver, CO
2017 to 2018

Some College in Paralegal Studies with Emphasis on Management

Community College of Aurora - Aurora, CO
2010 to 2011

Skills

- General Labor
- Administrative Experience
- Microsoft Word
- Customer Service
- Microsoft Powerpoint
- Typing
- Front Desk
- Microsoft Office
- Legal Drafting
- Warehouse Associate
- Data Entry
- Billing
- Excel
- Filing

- Management
- Outlook
- Receptionist
- Word
- Customer Service Skills
- MS Office
- Team Player
- problem solving
- Warehouse Experience
- Transcription
- Laundry
- Proofreading
- Security
- Legal Research
- Notary Public (8 years)
- Clerical Experience