

# Stephanie Lopez

Thornton, CO 80233

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Quick learner, team player, I work well under pressure. Able to meet deadlines, dependable, organized. Proficient in MS Office.

Authorized to work in the US for any employer

## Work Experience

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### **Administrative Assistant**

Metro Water Recovery - Denver, CO

March 2020 to Present

Provide specialized office support such as interoffice mail, office supplies and equipment, purchase requisitions, meeting/catering logistics. Performs data validation and cleanup of computer reports for analysis.

Oversees department responsibilities for Records Management to ensure timely archiving of department hard copy and electronic files.

Resource for others in the division or department for changes to Share Point sites or document libraries.

Often acts as a primary point of contact for the department on various organizational products such as SOSPEs, Metro Dayforce, Operational Data System (ODS), Oracle 11i, Enterprise Asset Management (EAM), .

Responsible for managing and updating databases as assigned.

Responsible for Adding and Deleting assets in EAM.

Responsible for entering and maintaining Daily Driver logs.

Responsible for making sure that all assets have current tags and insurance.

Was being trained on the Line Locate Program.

### **Closing Scheduler**

American Financing Corporation - Denver, CO

December 2019 to March 2020

Called borrowers to schedule their closing time using MS Office. Checking Email to see what loans are coming through for CTC or RCTC. Emailing MC, Scheduling to advise that the loan was set for closing.

### **Receptionist/Administrative Assistant**

Home Water Solutions - Denver, CO

September 2019 to December 2019

Greet customers, make copies of ID if needed, assist with invoices, in charge of time sheets and making sure everything that needed to go to the main office was ready. Took meeting notes, data entry of new customers, scanned old customers files into the new system. Answered incoming calls directed them where they needed to go. Utilized Sharepoint for possible service calls for existing customers. Helped customer service with incoming calls to set up customers for service.

## **Customer Support Representative**

Computershare - Highlands Ranch, CO

September 2017 to February 2019

Provide specialized office support such as incoming mail, interoffice mail, ordering office supplies. Completed customers request with 100% percent accuracy. Updating information on existing customers accounts. Making sure to prioritize duties with a sense of urgency. Responsible for maintaining and updating databases as assigned. Assisted in making Job Aids and made sure they were kept up to date.

## **Driver/ Administrative Assistant**

LE GRUES - Denver, CO

February 2016 to September 2017

Delivered flowers in Denver and surrounding areas. Decorated houses and Businesses. Helped with floral arrangements. Answered incoming calls, sorted mail. Kept track of inventory, ordered supplies when needed. Set up travel arrangements for owners.

## **Head Clerk**

Safeway - Denver, CO

June 2016 to March 2017

Responsible for making sure that my employee got there breaks and lunches in a time manner. Responsible for counting down drawers and balancing out at the end of the day. Preparing deposits, ordered money. Helped out in other departments when needed.

## **Receptionist/Administrative Assistant**

Home Water Solutions - Denver, CO

Greet customers, make copies of ID if needed, assist with invoices, in charge of timesheets and making sure everything that needed to go to the main office was ready. Took meeting notes, data entry of new customers, scanned old customers files into the new system. Answered incoming calls directed them where they needed to go. Utilized Sharepoint for possible service calls for existing customers. Helped customer service with incoming calls to set up customers for service.

## Education

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### **GED**

## Skills

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- Administrative experience (5 years)
- Microsoft Powerpoint (2 years)
- Microsoft Office (5 years)
- QuickBooks (3 years)
- Data entry (10+ years)
- Accounts payable (3 years)
- Bookkeeping
- Office experience (10+ years)
- Records Management (2 years)

- Dayforce (2 years)
- Human Resources Management