

Stephanie Medina

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Seeking a position in which I can utilize my skills and work experience and be an asset to the work place. I

am looking for an environment to aid in my personal growth and development and to further advancement

in your company.

Authorized to work in the US for any employer

Work Experience

OFFICE ASSISTANT

UNITED AUTOMOTIVE LLC

January 2009 to October 2019

- Tasked with answering phones and directly calls, customer service.
- Performed accounts receivable and payables as well as record keeping.
- Experienced in doing title work for the automobiles bought and sold as well as posted listings on the internet and data entry.

ASSISTANT MANAGER

ACADEMY BANK

February 2007 to January 2009

- Proficient in opening, closing, and maintaining banking accounts, and dealing with clients while troubleshooting account problems.
- Accountable for ordering and maintenance of money.
- Acting manager to 5-6 employees during a shift.

Education

DIPLOMA

ABRAHAM LINCOLN HIGH SCHOOL

1991

Skills

- MANAGEMENT
- Understand and carefully follow instruction. Pay strict attention to set standards and guidelines. Gather information before making decisions. Accept responsibility for accuracy of work. SALES
- Proficient in Microsoft Office Suite: Word, PowerPoint, and Excel. Types 45WPM.
- Completed Accounting program COMMUNICATION

- Professional manner with good people skills, fostering positive, productive working relationships with supervisions and employees. LEADERSHIP
- Highly reliable, capable and adaptable.
- Prioritize workload and complete tasks.
- Clerical
- Data Entry
- Filing
- MS Office
- Receptionist
- Sales
- Word
- Inventory
- training
- Customer Service
- Organizational Skills
- Time Management
- Excel
- Basic Math
- Cashiering

Certifications and Licenses

Microsoft Office Specialist

Present

Word, Excel, PowerPoint and 40+ WPM