

Stephanie Rivas

Fort Collins, CO

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Authorized to work in the US for any employer

WORK EXPERIENCE

Administrative Assistant

Grand Junction Housing Authority - Grand Junction, CO - 2016-01 - 2017-06

Responsibilities

Stack client files, filing

Call clients to go over their online courses

Set up meetings

Enter and maintain VI-SPDAT survey spreadsheet

Appointment reminders for homeownership clients

Open, close and log activity in CounselorMax

Send out monthly information to foreclosure lists

Enter data on billing spreadsheets

Upload files to Home Loan Portal

Client follow up

Accounts Payable coding for maintenance

Enter service records for fleet vehicles

Schedule interviews

Set up maintenance work orders, tenant based and recurring

Create and maintain on-call schedule for maintenance department

Assignments as needed

Accounting Clerk - Material Sales Processing and Invoicing

Elam Construction, Inc - Grand Junction, CO - 2008-03 - 2015-01

Enter gravel and asphalt tickets - verify pricing/taxes

Check gravel orders for accuracy

Process ready mix tickets, make corrections

Daily invoicing for all material sales

Corrections that include taxing and/or pricing discrepancies

Customer service - researching missing tickets, pricing, tax issues

Learn new aggregate software, help train scale clerks, serve as the go to person for help with new system

Office Manager

Train and serve as back-up and for other area office managers

Assist field crew with any problems, questions, concerns

Reconcile daily paperwork from the field

Enter Grand Junction and Highway crew payroll

Assess trucking packets for contract and insurance compliance

Enter trucking tickets for payment

Set up work orders for construction contracts

Review work orders for completion

Set up and maintain contract files for Area Manager
Enter scale tickets for aggregate and asphalt sales and work
Import and upload ready mix tickets
Prepare billings for construction contracts, aggregate, asphalt and ready mix sales
Research and address billing issues
Train and serve as backup for front desk - phones, customer service
Code accounts payable

Administrative Assistant

Answer multi-line phones
Greet customers, vendors and job applicants
Filing for multiple inter-office departments
Order and maintain office supplies, business cards, special orders
Maintain postage machine
Open and disperse mail
Track incoming mail from other divisions
Send supplies to outlying areas as needed
Prepare FedEx and certified mailings, record accordingly
DBE solicitation
Monthly fuel tracking and entering into Viewpoint
Reconcile monthly trucking invoices
Set up projects, phases, and cost types
Perform daily deposit reconciliations
Purge projects at year end
Complete new and re-hire paperwork and drug testing for employees
Perform annual MVR checks and pre-employment background checks
Gather mileage/meter trackings and enter in Viewpoint
Clean up and maintain multiple cell phone accounts, handle cell phone issues
Make reservations, assist with setting up meetings
Perform special assignments as needed

Receptionist

Westaff - Grand Junction, CO - 2008-01 - 2008-03

for Elam Construction, Inc.

Answer multi-line phones
Greet customers, vendors and job applicants
Filing
Order and maintain office supplies

Front Desk Clerk

Fruita Comfort Inn - Fruita, CO - 2005-08 - 2007-07

Heavy customer service
Check guests in/out
Make reservations
Answer phones
Weekly supply order
Balance cash and credit cards, daily deposits
Post payments for direct bill accounts
General office work

Scale Operator

Mullins Grain - Shabbona, IL - 2004-09 - 2004-11

Weigh and sample crops

Data entry and light office work

Answer phones, take messages

Pay bills for business

Excel, Office, Publisher, Power Point, Outlook, View Point V6 Software, Street Smarts Construction Software, JWS Apex, QuickBooks

EDUCATION**Office and Criminal Justice**

Waubonsee Community College - Sugar Grove, IL

2005-01 - 2005-05

General

Blue Springs High School - Blue Springs, MO

1996-01 - 1999-05

CERTIFICATIONS/LICENSES**Colorado Notary**

2018-01