

Kori Thoren

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SUMMARY OF PROFESSIONAL EXPERIENCE

Kori Thoren is highly detail-oriented and learning agile, she has proven herself to be easily adaptable and effective in a high-intensity, fast paced environment. With over five years of experience in a professional office setting, Kori has demonstrated her ability to work collaboratively to provide exceptional support and service for a broad range of staff and clients. Highly energetic and reliable, she holds the functional and technical knowledge and skills to do her job at a high standard of quality and understands how to separate and combine tasks into an efficient work flow, creating efficiencies for herself and the teams she works with. A driven office professional with motivation to perform beyond expectations, Kori is skilled in working with a diverse group of people. Core competencies include:

- Action-Oriented
- Easily Adaptable
- Detail Oriented
- Can simplify complex processes
- Team building
- Time Management Skills
- Priority Setting Skills
- Organized
- Effective Communications
- Deadline Driven

PROFESSIONAL HISTORY

GE Oil & Gas, Johnstown, CO

Branch Administrator, January 2013 – Current

Primary Responsibilities

- Responsible for all new hire onboarding
- Creates purchase order requests and distributes purchase orders
- Corresponds with vendors regarding product quotes and deliveries
- Setup of all new vendors with NDA's, W-9's, bank details, and proper paperwork
- Enters field tickets and equipment orders into system
- Responsible for accounts payable coding and processing
- Verifies pricing with all customer contracts
- Creates customer invoices/credit memos
- Provides all administrative duties for office (e.g. answering phones, filing, faxing, emails, correspondence, customer support, etc.)
- Orders office supplies
- Submits all employee time cards for payroll
- Coordinates all employee uniform and asset orders
- Manages spreadsheets for field service tickets, disputed invoices, outstanding order reports, etc.

In addition to the above responsibilities, she also holds the role of Service Administrator and Operations Administrator; being utilized in both areas as an assistant to the department's manager. This may include email correspondence, product ordering, liaison between company men and management, overseeing the needs of the field technicians, document research etc.

AmeriDrug Labs, Loveland, CO
Office Manager, November 2012 – January 2013

Primary Responsibilities

- Database management in regard to all customer account activity
- Responsible for accounts payable/receivable
- Acted as a liaison between clients and upper management
- Implemented and maintained efficient filing system
- Coordinated all orders and shipments with the warehouse
- Provided all administrative duties for office (e.g. answering phones, filing, faxing, emails, correspondence, customer support, etc.)
- Assisted with Payroll

Kori was accountable for the daily operations of the office and laboratory which included but were not limited to conducting business with the employees as well as customers and vendors, multi-tasking and utilizing managerial skills.

Synergy Resources Corporation, Platteville, CO
Administrative Assistant/Land Assistant, January 2011 – May 2012

Primary Responsibilities

- Responsible for dictation of press releases, news articles, business contracts, letters
- Organized and oversaw all electronic and hard copies of data/logs/files
- Submitted all well permits to the COGCC
- Submitted all well completions and interval reports to the COGCC
- Responsible for drafting and distributing all Division Orders
- Provided superior administrative support and customer service (e.g. word processing, filing, faxing, internet search, and strong communication skills)
- Acted as a right hand man to both the Land Manager and Head of Operations
- Managed telephone calls for multiple entities
- Received and directed visitors
- Coordinated travel arrangements and bookings for the CEO and VP
- Supported the CEO through daily events and follow up actions (e.g. scheduling and coordinating meetings, maintaining action lists and reminders, managing phone calls and emails)
- Built and maintained spreadsheets for both land and accounting departments

In this role Kori was responsible for maintaining an efficient work environment for all personnel by coordinating meetings, scheduling the completion of group projects, providing daily reports, updating spreadsheets and assisting in time sensitive tasks. This position allowed her to shine in professional customer service skills, team building and show her strength as a self-driven asset to the company.

Vintage Corporation, Greeley, CO
Accounts Payable, April 2007 – June 2010

Primary Responsibilities

- Completed coding and entering of all bills for the company
- Ensured payment to all vendors and contractors
- Processed payment for all client properties
- Supported all administrative duties (e.g. filing, faxing, answering phones, etc.)
- Assisted the front desk in directing walk-in customers.
- Processed all leasing paperwork for rental properties

This position required daily use of time management and multi-tasking skills. On a daily basis, responsibilities would include research of billing errors, answering phones, making payments, interacting with customers and service representatives, as well as assist office staff.

Egg and I Restaurant, Greeley, CO Manager

Summary here like the others below. What you learned, how you developed, etc.

Primary Responsibilities

- Oversaw both opening and closing of the store
- Managed store promotions
- Planned daily specials
- Responsible for bookwork which includes tracking sales and managing daily revenue
- Supervised both FOH and HOH staff
- Monitored flow of restaurant and initiated guest interaction
- Determined staff schedule
- Checked food for proper presentation as it left the kitchen
- Distribution of daily tip outs
- Ordered supplies
- Organized and planned for catering and reservations

Cables Pub and Grill, Greeley, CO Bartender

Primary Responsibilities

- Served drinks and food promptly and accurately
- Assisted other servers with pouring drinks and serving food
- Cleaned and maintained the bar's appearance
- Ordered and stocked the liquor for the restaurant
- Managed the other servers on staff

This position helped her to grow and use her abilities in time management and multi-tasking which are essential in the restaurant industry. It also gave her an opportunity to oversee and direct other people and increase her overall knowledge of a managing role.

Old Chicago, Greeley, CO Server

Primary Responsibilities

- Promptly and accurately assisted the guests to make their experience enjoyable
- Oversaw other servers on shift
- Responsible for cutting staff at appropriate times
- Ensured that other servers completed all side work in a timely manner
- Monitored the proper flow of the restaurant (e.g. cleanliness, wait times, etc.)

Starting as a hostess, she worked her up to a server and shift trainer. She was able to work effectively in a team environment and develop her people skills. This position enhanced and strengthened her capabilities in managing both time and people.

Education

Greeley West High School, Greeley, CO
High School Diploma, 2003

Skills

- Advanced MS Word, PowerPoint, Excel
- Quickbooks
- Syteline
- What other systems have you dealt with?

Certifications/Achievements

- *Intro to Wellhead Course Completion*
- *EHS Awareness Course Completion*
- *Security and Crisis Prevention in the Work Place Course*

References

Jason Bush	GE Oil & Gas	307-287-6468
Karly Berry	State Farm Insurance	970-302-3960
Jeremy Ormsby	GE Oil & Gas	970-691-1884
Brittany Keenan	Alttech	970-302-5567
Cassidy Maine	Korn/Ferry International	970-397-7895