

Tina Mead

Broomfield, CO 80020
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303-882-1148

EMAIL: tmdmfan@gmail.com

To obtain a long-term position with new challenges in an enjoyable working environment.

Work Experience

Office Administrator

FLATIRONS AUDIOLOGY, INC - Lafayette, CO
April 2020 to October 2020

Covered front office desk. Answered phones, scheduled appointments, greeted patients, updated patient files, cleaned hearing aids, processed small purchases and handled incoming and outgoing shipments. Worked with manufacturers regarding warranty, service and replacements on hearing aids for patients. Deposit checks, light filing, copying, errands and assist with other duties as needed. For COVID protocol, discussed protocol with patients.
Cleaned/disinfected all surface areas and door between patients.

Administrative/hr/accounting Assistant

SYMMETRY BUILDERS, INC - Boulder, CO
November 2012 to March 2020

Handle payroll, oversee employee benefits, handle paperwork for hiring and termination of employees, maintain employee files, processed employee expense reports, and assist with other HR duties. Perform account payable duties, code invoices, use tax, contactor pay applications and process check runs. Prepared owner billings, lien waivers, job cost reports, reconcile bank statements, handle paperwork/licensing for company vehicles and maintain vehicle files, order office supplies and small office equipment, handle and distribute incoming mail. Deposit Checks, research contracts, vendor insurance, and set up jobs in system. Light filing, copying, errands and assist with other duties as needed.

Global Forwarding Agent

PANTHER EXPDITE SERVICES - Denver, CO
April 2012 to August 2012

Quote and handle shipment for both domestic & international shipments. Reconcile accounting, credits & debits. Answer phones and light filing.

IMPORT AGENT - Temporary Assignment

DHL Global Forwarding - Denver, CO
April 2011 to September 2011

Assisted with the transition of Brokerage department to South Carolina Branch. Duties included data entry, recovery, paying airlines, filing, obtaining information from customers, setting up deliveries, researching & resolving problems.

Import/export Coordinator

SUNRISE MEDICAL, INC - Longmont, CO
August 2004 to April 2011

Assisted Broker in classifying and clearing shipments with U.S. Customs & FDA. Worked closely with all carriers (steamship lines, airlines, rail & trucking) to ensure timely delivery. Monitor inbound shipments, maintain transit report, analyze and assist with export shipments, assist with trans-border shipments and foreign-to-foreign shipments, prepare international documents, prepare banking documents for drafts and letters of credits, obtain rates, research and correct problems, training, and provide assistance where needed.

Internation Freight Forwarder

SCHENKER, INC - Denver, CO
August 2002 to August 2004

International Freight Forwarder

DANZAS CORPORATION - Denver, CO
November 1993 to August 2002

Denver, CO Nov 1993-Aug 2002

Specialized in global accounts and project/oversized freight. Oversaw and coordinated all transportation needs, mainly sea freight export shipments but including air export, import shipments, domestic, trans-border and other bound i.e. Europe to Asia. Duties included booking freight, scheduling pickups, filing AES with Customs, tracking/tracing, problem solving, preparing special reports for various customers, preparing banking documents for drafts and Letters of Credits, A/R and maintaining A/R for global accounts, setting up inspections, providing rates and preparing bid proposals. Other duties

Strong Customer Service
Strong Resolution Skills
Computer Proficient

Type 50 wpm
10-key by touch
Quickbooks

included handling dangerous goods shipments, shipping motor vehicles, approved vendor invoices for payment, training, and providing assistance where needed.

*Accomplishment: Successful in bringing large global account to Schenker as well as grew customer base which resulted in growth of the ocean freight department

Accounting Assistant

INDUSTRIAL CONSTRUCTION SERVICES, INC - Westminster, CO
November 1992 to September 1993

Responsible for all general accounts payable functions, approved and coded miscellaneous overhead invoices, prepared invoices for data input into computer system, issued and documented manual checks, handled vendor inquiries, verified payroll deductions are met, maintained A/P files, prepared documents for microfilming and maintained microfilm files, and provided other support as required such as answer telephones, payroll support, file A/R billings and related correspondence.

*Accomplishment: Set up microfilming for better storage and easier look up of all accounting documents and contracts.

Administrator / Office Manager

CENTENNIAL ENGINEERING, INC - Colorado Springs, CO
May 1992 to November 1992

Typed letters, memos, and reports, answered telephones, paid bills and charged expenses to proper accounts, prepared cash reports, petty cash reports and mileage reports, oversaw petty cash, maintained filing system, checked timesheets and expense reports for accuracy, purchased office equipment and supplies, processed mail, bound reports and performed light errands.

Accounting Technician

DIVERSIFIED TECHNICAL SERVICES, INC - Lakewood, CO
June 1990 to November 1991

Documented EPA expenditures, prepared monthly reports, researched and corrected problems, wrote memos and letters, reconciled accounts.

Administrative Assistant

BONHAM, PEAKE & HUTCHINSON - Denver, CO
May 1989 to June 1990

Performed written and oral business correspondence, answered 12-line telephone, set appointments and court dates, prepared legal documents, typed from machine transcription, processed mail, filed documents, performed light errands.

Education

Accounting & Administration

Barnes Business College - Denver, CO
1992

Skills

- Microsoft Word Microsoft Excel Microsoft Office EXPERIENCE/EMPLOYMENT: OFFICE ADMINISTRATOR FLATIRONS AUDIOLOGY, INC.
- Lafayette, CO Apr 2020-Oct 2020 Covered front office desk. Answered phones, scheduled appointments, greeted patients, updated patient files, cleaned hearing aids, processed small purchases and handled incoming and outgoing shipments. Worked with manufacturers regarding warranty, service and replacements on hearing aids for patients. Deposit checks, light filing, copying, errands and assist with other duties as needed. For COVID protocol, discussed protocol with patients and complied with requirements. Cleaned/disinfected all surface areas and door between patients. ADMINISTRATIVE/HR/ACCOUNTING ASSISTANT SYMMETRY BUILDERS, INC.
- Boulder, CO Nov 2012-Mar 2020 Handle payroll, oversee employee benefits, handle paperwork for hiring and termination of employees, maintain employee files, processed employee expense reports, and assist with other HR duties. Perform account payable duties, code invoices, use tax, contactor pay applications and process check runs. Prepared owner billings, lien waivers, job cost reports, reconcile bank statements, handle paperwork/licensing for company vehicles and maintain vehicle files, order office supplies and small office equipment, handle and distribute incoming mail. Deposit Checks, research contracts, vendor insurance, and set up jobs in system. Light filing, copying, errands and assist with other duties as needed. GLOBAL FORWARDING AGENT PANTHER EXPDITE SERVICES
- Denver, CO Apr 2012-Aug 2012 Quote and handle shipment for both domestic & international shipments. Reconcile accounting, credits & debits. Answer phones and light filing. IMPORT AGENT
- Temporary Assignment DHL Global Forwarding

- Denver, CO Apr 2011-Sep 2011 Assisted with the transition of Brokerage department to South Carolina Branch. Duties included data entry, recovery, paying airlines, filing, obtaining information from customers, setting up deliveries, researching & resolving problems. IMPORT/EXPORT COORDINATOR SUNRISE MEDICAL, INC
- Longmont, CO Aug 2004-Apr 2011 Assisted Broker in classifying and clearing shipments with U.S. Customs & FDA. Worked closely with all carriers (steamship lines, airlines, rail & trucking) to ensure timely delivery. Monitor inbound shipments, maintain transit report, analyze and assist with export shipments, assist with trans-border shipments and foreign-to-foreign shipments, prepare international documents, prepare banking documents for drafts and letters of credits, obtain rates, research and correct problems, training, and provide assistance where needed. INTERNATIONAL FREIGHT FORWARDER SCHENKER, INC.
- Denver, CO Aug 2002-Aug 2004 DANZAS CORPORATION
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- Accomplishment: Successful in bringing large global account to Schenker as well as grew customer base which resulted in growth of the ocean freight department . ACCOUNTING ASSISTANT INDUSTRIAL CONSTRUCTION SERVICES, INC.
- Westminster, CO Nov 1992-Sep 1993 Responsible for all general accounts payable functions, approved and coded miscellaneous overhead invoices, prepared invoices for data input into computer system, issued and documented manual checks, handled vendor inquiries, verified payroll deductions are met, maintained A/P files, prepared documents for microfilming and maintained microfilm files, and provided other support as required such as answer telephones, payroll support, file A/R billings and related correspondence.
- Accomplishment: Set up microfilming for better storage and easier look up of all accounting documents and contracts. ADMINISTRATOR OFFICE MANAGER CENTENNIAL ENGINEERING, INC.
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- Lakewood, CO Jun 1990-Nov 1991 Documented EPA expenditures, prepared monthly reports, researched and corrected problems, wrote memos and letters, reconciled accounts. ADMINISTRATIVE ASSISTANT BONHAM, PEAKE & HUTCHINSON
- Denver, CO May 1989-June 1990 Performed written and oral business correspondence, answered 12-line telephone, set appointments and court dates, prepared legal documents, typed from machine transcription, processed mail, filed documents, performed light errands. Andrea Floyd Arickaree High School Anton, CO 1988 Graduate 720-224-5462 Manager at Sunrise Medical 720-201-7139 Co-Worker at Sunrise Medical 303-956-1475 Co-Worker at Danzas and Panther Friend 303-995-0249 Friend