

Violet Lopez

Mead, CO 80542

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Authorized to work in the US for any employer

Work Experience

Administrative Assistant

McClinton Energy Group - Longmon

February 2017 to June 2020

Assist Accounts Receivable and Human Resources by pulling tickets for invoicing, sorting and filing. Complete daily ticketing reports and bi-monthly cycle billing. Perform general office reception duties, answering the phone and greeting guest. Provide general administrative support, maintain files and maintaining the office.

Direct Support Professional (DSP)

Community Options, Inc.

June 2015 to February 2017

I assisted individuals with disabilities to lead a a self-directed life and contribute to the community, assists with activities of daily living if needed, and encouraged attitudes and behaviors that enhance community inclusion.

Education

High school diploma in Education

Clint High School - Clint, TX

August 2008 to May 2012

Skills

- Microsoft office (10+ years)
- Documentation (2 years)
- Typing (10+ years)
- Data Entry (3 years)
- Excel (10+ years)
- Fax (10+ years)
- Powerpoint (10+ years)
- People Person (10+ years)
- Punctual (5 years)
- Organizational Skills (10+ years)

- Filing (5 years)
- Direct Care (2 years)
- Direct Support (2 years)
- Billing (1 year)
- Administrative Assistant
- Outlook
- Scheduling
- accounting
- Word
- Microsoft Excel
- Receptionist
- Developmental Disabilities Experience
- Clerical experience
- Human Resources
- QuickBooks
- Office Management
- English

Certifications and Licenses

Driver's License

First Aid CPR AED

October 2020 to October 2022

Assessments

Working with MS Word Documents — Proficient

November 2020

Knowledge of various Microsoft Word features, functions, and techniques

Full results: [Proficient](#)

Customer Focus & Orientation — Proficient

November 2020

Responding to customer situations with sensitivity

Full results: [Proficient](#)

Scheduling — Highly Proficient

November 2020

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: [Highly Proficient](#)

Verbal Communication — Proficient

November 2020

Speaking clearly, correctly, and concisely

Full results: [Proficient](#)

Cashier Skills — Familiar

November 2020

Counting cash, processing transactions, following written procedures, and attending to details

Full results: [Familiar](#)

Written Communication — Familiar

November 2020

Best practices for writing, including grammar, style, clarity, and brevity

Full results: [Familiar](#)

Attention to detail — Proficient

March 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

Basic computer skills — Familiar

March 2021

Performing basic computer operations and troubleshooting common problems

Full results: [Familiar](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.