

# Vicci Willmon

Holyoke, CO

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## WORK EXPERIENCE

### **Sampler Technician, Licensed**

Kansas Grain Inspection - Holyoke, CO - November 2012 to Present

#### Responsibilities

I was responsible for taking samples of pinto beans, kidney beans, lima beans, and lentils. This was in accordance to meet government contracts. During this process, it was my job to inspect the packaging, both inside and outside, for the beans. Each lot was 1680 cases, 20,160 2# bags of beans. The sample I pulled was 80# broken down to a 5# sample. This sample was in turn sent to my supervisor for grading. The paperwork for each lot was completed and put in with the sample that was sent to my supervisor. As each lot was finished and the grading certificate received, the lot was then loaded on a truck for shipment to food banks across the United States. Before loading of the truck, each truck had to be inspected for compatibility to meet the requirements.

#### Accomplishments

I felt that I was working at my job to help people in need. Felt that the employees of the company I was stationed in could trust me and help them if they needed it.

#### Skills Used

Good judgement. Math skills. Organizational skills. Skill in dealing with people that did not speak English. Showing up on time for work, no matter the time of day.

### **Church Secretary**

St Paul's Lutheran Church - Amherst, NE - July 2008 to September 2010

#### Responsibilities

Prepare bulletins for Sunday service, special services (Advent, Christmas, Lent), funerals, etc. Prepare monthly calendar; sort mail; assist the vacancy Pastor and congregation members whenever possible.

#### Accomplishments

Gave members a contact person in case of emergencies; gave Pastor support to know what needed to be done.

#### Skills Used

Management, communication, computer.

### **Bookkeeper/Administrative Assistant**

Cedardale Health Care Centre - Wray, CO - March 2009 to March 2009

#### Responsibilities

Maintain daily census; maintain daily time clock and prepare payroll; answer phones; enter and code invoices for payment.

#### Accomplishments

I was there such a short time because the nursing home went bankrupt, that my impact was minimal. I did feel, however, that the employees trusted me and was glad I was there.

#### Skills Used

Math skills, diplomacy, and communication.

#### **Site Field Clerk**

Pyramid Instrumentation and Electric - Julesburg, CO - July 2007 to January 2008

#### Responsibilities

Filled out time sheets for each employee and e-mailed them weekly to Odessa, TX for payment; verified hourly rate charged for each employee; tracked hours worked for both Pyramid and the construction company to make sure they matched; prepared spreadsheets for billing of Equipment, Materials, Labor and 3rd Party to be send to Canada for processing; interacted with all employees on the construction site.

#### Accomplishments

Gained the trust of the employees, gained better understanding how a compressor site is built and made functional.

#### Skills Used

Communication, math, computer, trustworthiness.

#### **Order Entry Clerk**

Speer Cushion Company - Holyoke, CO - November 2002 to April 2006

#### Responsibilities

Answered phones; took orders and entered them into the computer system; tracked orders to expedite them being shipped on a timely basis; distributed incoming mail; prepared outgoing mail; updated product catalog; shipped catalogs to new customers and current customers; bagged product; assisted in factory as needed.

#### Accomplishments

Gained trust of customers. They felt they could rely on me to get their product shipped to them in a timely manner. Employees felt they could rely on me to help them in their time of need making certain products.

#### Skills Used

Communication; good phone skills; math; writing; organizing; working with people of all levels.

#### **Production Secretary**

J-W Operating Comapny - Wray, CO - June 1994 to November 1998

#### Responsibilities

Tracked production on oil and gas wells operated in Colorado, Wyoming, Kansas, and Oklahoma; prepared all documentation for reporting of production to the states listed above; filed all documentation on production; tracked and reported water production on all wells; maintained licensure for operating in all states; resolved any discrepancies in production reporting; prepared IFTA reports for all above mentioned states; filed all paperwork for my job; backup receptionist.

#### Accomplishments

Did not have one letter from the states mentioned for non-compliance. Gained the respect of the people from the government entities with which I dealt.

#### Skills Used

Management; communication; good judgement; math; computer; 10-key by touch; good phone skills;

EDUCATION

**BS in Management; minor in Sociology**

Regis CollegeUniversity - Denver, CO

1986 to 1987

**AA in Business/Secretarial Science**

Northeastern Junior College - Sterling, CO

1964 to 1968