

MARY "HELEN" LOPEZ

327 E. MAGNOLIA ST. 1B, FORT COLLINS, CO. 80524

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Executive Administrative Assistant with over 10 years' experience managing business office functions, providing executive level support to management and staff. Seeking to apply my detailed-oriented talents. Bilingual: English/Spanish

### **EXPERIENCE**

July 2011 – Present

#### **Dept./Director Secretary – Thompson School District**

Assist the Director/Department staff in all clerical and business related duties including Payroll, Budget, Risk, Record Retention Management, A/P, A/C and serving as a liaison for the Transportation Department to all District Departments.

July 2010 – July 2011

#### **Leap Technician – Larimer County Government – Temp**

Assisting low income Spanish residents of Larimer County

September 2005 – March 2010 – Macy's Department Store

#### **Executive Administrative Assistant – Macy's Dept. Store**

Administrative Assistant to all Management. Corporate Coordinator / Ft. Collins Store. H.R. final pays, employee schedules, revising shifts, Customer Services – credit sales, store problems, Customer Complaints.

### **SKILLS**

Fluent in Spanish \* Strong Work Ethics \* Critical Thinking \* Multi-Tasking \* Records Management \* Risk Management \* Payroll & Budgeting \* Risk Management \* Travel Arrangements \* Records Management \* Assisted Management Training \* Billing A/P, A/R \* Invoice data

### **EDUCATION**

Empire Business College – Administrative Specialist - Diploma – 1989

Aims Community College – Software Applications – Certificate

### **COMMITTEES / VOLUNTEERS**

Transportation Advisory Committee \* Thompson Classified Advisory Council \* Transportation Sunshine Committee

### **REFERENCES**

**Professional**

Linda Worthington - Thompson School District (Retired) - 970-532-3113

James Edwards – Thompson School District – M& P Manager - 753-368-8118

**Personal**

Gail Buerger – 970-690-8802

Roland Sharp – 970-213-3136