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# KIMBERLY LAUCK

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970-534-9397

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## OBJECTIVE

Seeking a responsible and challenging position which offers the opportunity for professional growth and advancement based on individual performance.

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## SKILLS

I currently have over 8 years of administrative, bank deposit, time sheets, customer service and filing experience. I have proven ability to work in a fast paced and demanding position. I am able to work

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## EXPERIENCE

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### **ADMINISTRATIVE ASSISTANT- PIONEER PRES OF GREELEY, INC**

September 2018 - Present

Responsible for entering time sheets, making bank deposits, entering customers payments, filing job jackets, entering all jobs and job cost in spreadsheets and answering phones.

### **DAY CARE PROVIDER**

August 2015 - August 2018

Responsible food prep, cleaning, picking and dropping off for school, paperwork for parents and keeping a clean home.

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## EDUCATION

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### **DEGREE / DATE EARNED**

Aims Community College- August 2010 - May 2014  
-Associates in Criminal Justice

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## VOLUNTEER EXPERIENCE OR LEADERSHIP

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I currently volunteer at Frontier Academy for fundraiser's, head classroom parent, in which I organize all parties and assemblies, and students read daily reading assignments.



independently, take direction and fit it well with people of all levels. I am willing to work hard to make a positive contribution and I am able to adapt to having many different task assignments.

