

Tracy Carnahan

4332 Butte Road

Loveland, CO 80537

tracylcarnahan@gmail.com

(970) 689-9755

EXPERIENCE

Administrative Assistant

BrightStar Care Fort Collins/Loveland, 2017-2019

- Day to day operation of the office
- Answering multiple phone lines and transferring them to the appropriate department
- Taking meeting notes
- Scanning, faxing, emailing documents
- Adhering to HIPPA policies
- Posting of open position's
- Facilitating orientation for new hires
- New employee paperwork
- Assisting the administrator with reports
- Scheduling
- Collections/ Accounts Payable
- Marketing

Store Manager

Smokeless CG Vapors, 2013-2016

- Oversee three stores
- Order merchandise for the three stores
- Scheduled staff for all three stores
- Business to business marketing
- Customer service
- Prepared and hosted weekly meetings

Customer Service Returns (CSR III)

Lowe's Home Improvement, 2007-2012

- Cross trained in multiple departments
- Multi-phone lines
- Scheduling of cashiers
- Process special orders
- Scheduled deliveries
- Training of new associates
- Prepared weekly sales reports

SKILLS & KNOWLEDGE

- Microsoft
- Outlook
- Word
- Basic Excel
- Basic Power Point
- Team player
- Great customer service skills
- Great phone skills
- Great office skills