

Candida Guzman

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WORK EXPERIENCE

On Site Property Manager

Ackelyn Court Apartments. Brush, CO. 80723
December 2016-December 2017

Responsibilities

Ackelyn court Apartments is a 30 unit, family owned, residential complex for adults only that was slowly trying to open their apartments to more than just senior citizens. I monitored all complaints, requests, maintenance, receiving rent, deposits, charging late fees when applicable, and always working on tenant landlord/ manager relationships. I also did minor maintenance and repairs; preparing vacated Apartments to rent. That entailed cleaning if entire apartment and appliances, having carpet shampooed, and showing completed apartment to all parties interested. I interviewed, researched every applications information and say down with chosen tenant to review, answer questions, sign lease and collect necessary funds required to rent from the company.

•This was the first time I've worked in this type of field and in this capacity. It was a great learning experience and i enjoyed all of my tenants.

Office Generalist

Circle-S Aviation LLC - Pine Bluffs, WY - April 2015 to October 2015

Responsibilities

A/R;A/P; bookkeeping; receptionist; schedule jobs, job sheets, and invoice all of them.; filling; payroll (1099); and any other office duties assigned. I was the only individual in the office.

Skills Used

Multi-tasking, organization, customer service, phone etiquette, and ability to learn quickly in this business.

Laboratory Technician

Dairy Farmers of America, Inc Fort Morgan, CO - March 2009 to September 2009

Responsibilities

Monitor and maintain all records of testing, environmental testing, equipment temperatures, operate foss machine for product percentages. Tested every silo, every incoming and outgoing product, water temperature, cleaned silo

spouts and water spouts, communicate with fellow employees in other departments for work and product accuracy daily. PPE equipment was checked and used on every shift, working 12 hours a day.

Skills Used

I was able to use my administration and clerical skills as well as focus and attention to detail. I learned quite a bit from this employer. This was my first employment with this type of facility. It was enjoyable, educational and very interesting.

Office Generalist

Ehrlich Toyota East - Fort Morgan, CO - March 2008 to September 2008

Responsibilities

All Title work, tear down contracts to be delivered to customer and or Lender, Trade-in Payoffs, A/P, A/R, Inventory clerk, Prepare all vehicle jackets, new or used, close out Repair orders and parts tickets to customer or post them to the correct vehicle, daily deposit, monitor petty cash, balance and maintain all cash drawers daily, receptionist, cashier using Arkona program, customer service and any other duties as assigned or needed. Accomplishments

A great personal accomplishment was that the owner of the dealership offered me the Controller/ Office Manager position during my employment with his company. Sadly I turned him down for it. I did explain why and he was very appreciative and understood my concerns as to why I turned it down.

Reason being, I did not possess all of the skills and knowledge to perform the job at the capacity needed and expected for it. I feel that my recognition of that made and makes me a better employee. Rather than failing the company, myself and possibly damaging another opportunity for this position with this company or another company in the future.

Skills Used

I was able to bring all of my previous work experience from employment at other dealerships and 3 different county Clerk and Records Offices (Morgan, Mesa and Douglas counties), retail, Great customer service and phone etiquette as well as being able to multitask and work under high pressure and/or stressful work environments like with my employment as a 911 Dispatcher/Communications Officer.

911 Dispatcher

Morgan County Communications Center
Fort Morgan, Co. 80701
January 1997-May 1998

Responsibilities

Answer and direct a multi- line telephone system with 3 -911 lines for all law enforcement in Morgan county to include: Brush Police Department, Fort Morgan Police Department, Wiggins Police Department, Morgan County Sheriff's Department, Brush fire Department, Hillrose Fire Department, Fort Morgan Fire Department, Snyder Fire Department. Monitored all traffic on CAD System, All TAC channels; EMD

certified; NCIC, CCIC Certified; worked all 3 shifts including a swing shift. Had some training throughout my employment with them. Handled any and all other duties as assigned.

EDUCATION

N/A - N/A

SKILLS

Data Entry; Customer Service; Phone Skills/etiquette; multi-line phone systems;

- I have gaps in between my employment that I can explain if and when requested.
- I can and am willing to relocate if and when employment is offered.
- I do have a Medical Dog. I can give documentation if needed and requested.
- I have a very open and flexible schedule and am able to adapt to all hours if needed.

I look forward to having the opportunity to show all of my previous and current job skills that can benefit your family.

Authorized to work in the US for any employer