# Simone A. Richardson

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## Personal Summary

University of Denver-Colorado Women's College student and experienced administrative professional seeks a position that will utilize my experience from my educational and professional career. Adaptable and personable with excellent verbal and written communication skills. Diligent work ethic and attention to detail. Ensures a high level of professionalism, while working in a high pressured environment with shifting priorities. Able to work in a team or independently.

**Core Competencies**

* AS400, CLS, Windows applications, Accurint, Insight, and Microsoft Office V.A.N (Voter Activation Network) MMIS Cognos, COFRS, SharePoint, PHI database, Fatwire, Adobe Pro, Office equipment
* Excellent oral and written communication skills
* Works well in high pressure environment with shifting priorities
* Well organized, efficient, and results oriented professional

## Career Summary

## Administrative Assistant II 2013 to 2014

## State of Colorado Health Care Policy and Finance

## Legal Division

* Assist the Director of Legal and the Privacy officer for the State of Colorado
* Making travel arrangements, event planning, maintaining multiple calendars, scheduling conference calls and meetings, ordering supplies, creating contact lists, creating agendas, taking meeting minutes, mail, processing new employee information, legal document routing, clearance of documents, process personal Representation/Authorization/Power of Attorney forms, archiving records, reserving and setting up meeting space, budget tracking, maintaining and updating external webpage, and scouting for event/meeting space.

## Invoices, receiving reports, and RQ’s

## Field questions from clients and customer service

## Complete general administrative duties

## Administrative Assistant II 2012 to 2013

## State of Colorado Department of Labor and Employment

## Unemployment Appeals Division

## Answer phone calls on a multi-line phone system, relay calls or messages to Hearing officers

## Reassign run-over hearings to other Hearing officers. Use ACES, CUBS, QW, GGCC, Word, Excel, and Internet.

## Check in the in person hearing participants. Verifies identity of those involved in hearings.

## Retrieve and process faxes sent to Hearing Officers. Quality check faxes, label additional file materials, withdrawal postponement or whatever type faxes that come in.

## Understand and apply knowledge of the Colorado Employment Security Act, State and Federal law, policy, codes and directives to determine eligibility and entitlement. Provide information to parties of their rights and responsibilities. Explain statutes and regulations.

## Distribute letters and subpoenas.

## Executive Assistant 2012 to 2012

## State of Colorado Department of Personnel and Administration

## Division of Human Resource

## Assist the Statewide Chief Human Resources Officer of the State of Colorado.

## Creating documents, flowcharts, updating and merging spreadsheets, editing and proofreading.

## Working with multiple departments within the division, on multiple projects.

## Created a project management spreadsheet for the Consulting division, that is currently in use.

## Customer service to State of Colorado employees and the general public.

## Completing general administrative duties.

**Education**

**Bachelor of Arts, Law and Society                                       2010 to Present**  
University of Denver-Colorado Women's College                                                                       GPA: 3.75  
Major: Law and Society  
Minor: Business

Certificates: IT Project Development/Community Based Research(Honors)

## Awards, Affiliations, and Certifications

Certified Colorado Notary Public

Hand-picked for the Emerging Scholars Program at Colorado Women's College January 2011.   
Certificate of Recognition for my work as a Legislative Intern

Law and Society Student Association - Secretary

Member of NAACP Aurora Branch

Member of Urban League Young Professionals of Metro Denver

Member of Delta Sigma Theta Sorority Inc. Zeta Pi Denver City Wide Chapter – President

24 hours of Project Management certification

LEAN/6 Sigma Certification

**Volunteer Work**

**Colorado State Capitol 2012 to 2012**

* Intern for Representative Beth McCann
* Contacting constituents, updating contact information,arranging appearances, answering e-mails.
* Attending the Colorado Health Benefit Exchange Board Committee meetings in the official capacity of Representative McCanns’ intern. Write up reports and present to Representative McCann.
* Provide general administrative support as needed.
* Researching and compiling all district constituent groups for district #8.

**Law Office of Michelle Adams 2011 to 2012**

* Helped research processes and procedures to assist in the establishment of new services.
* Created forms and documents for new firm.
* Provide general administrative support as needed.