

Candice Stell

Administrative Assistant/ Dispatcher

Odessa, TX 79762

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913-680-7454

#readytowork

Work Experience

Adminstrative Assistant

BUTCH'S CASING - Odessa, TX

January 2018 to May 2020

- Payroll (Hourly and Piece Rate Employees) using ADP System.
- Invoicing via Enverus and OilDex.
- Purchase Orders via Concur.
- Balanced A/R using Quickbooks.
- Recorded Vacation/Days Off for employees.
- Dispatch duties for partial time employed.
- Tracked tools, company vehicles, and units via GeoTab and Samsura.
- General office duties.

Dispatcher

EXPRESS ENERGY SERVICES - Odessa, TX

April 2017 to January 2018

- Dispatched crews to jobs.
- Created bids and tickets via AX for jobs.
- Verified correct tools for each location.
- Verified correct tools returned from location.
- Assisted crews with directions.
- Received calls from company men, rigs, and employees.
- Tracked tools, company vehicles and units.
- General office duties.

Seamstress/quilter

TRITEX ENTERPRISES - Eastland, TX

March 2014 to April 2017

- Quilted items for hospitals, hotels, and nursing facilities.
- Made bedspreads, curtains.
- Cutting fabric according to specifications.

Education

CERTIFICATE

FRANK PHILLIPS COLLEGE - Borger, TX
2004 to 2005

Skills

- Forklift Certified
- PEC Certified
- Excellent Organizational Skills
- Payroll Skills
- Comfortable working in fast paced environment
- Ability to work remotely and without supervision
- Experience with 10-Key COMPUTER PROGRAMS
- ENVERUS
- OILDEX
- AX
- GEOTAB
- SAMSURA
- ADP
- CONCUR
- GOOGLE SUITE
- MICROSOFT OFFICE SUITE
- QUICKBOOKS
- MANAGER PLUS
- T-SHEETS
- Administrative Experience
- Accounts Payable
- Microsoft Outlook
- Administrative Experience
- Accounts Payable
- Accounts Receivable
- Microsoft Outlook
- Personal Assistant Experience
- Clerical Experience
- Data Entry
- Microsoft Excel
- Google Docs
- Microsoft Powerpoint

Links

<https://www.linkedin.com/in/candice-stell-524ab4199>

Assessments

Scheduling — Proficient

May 2020

Cross-referencing agendas and itineraries to avoid scheduling conflicts.

Full results: https://share.indeedassessments.com/share_to_profile/d9b961ca7797e27b81be412a754c7e0feed53dc074545cb7

Attention to Detail — Highly Proficient

May 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: https://share.indeedassessments.com/share_to_profile/6389d26d8e80309887badf09cedae03deed53dc074545cb7

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