

# Mindy Siegel

2480 South Oswego Street ♦ Aurora, CO 80014 ♦ (303) 902-3855 ♦ mindyhopesiegel@gmail.com

## Objective

*HR Coordinator who enjoys challenge seeking opportunity and improve skills.*

## Profile

Motivated, personable business professional and a successful 20 -year track record of profitable small business ownership.. Diplomatic and tactful with professionals at all levels. Accustomed to handling sensitive, confidential records. Flexible and versatile – able to maintain a sense of humor under pressure. Excellent team-building skills

## Skills Summary

- ♦ Project Management
- ♦ Customer Service
- ♦ Accounting/Bookkeeping
- ♦ General Office Skills
- ♦ Scheduling
- ♦ Front-Office Operations
- ♦ Retail

## Professional Experience

### CUSTOMER SERVICE/PROBLEM SOLVING

- ♦ Oversee front-office operations and provide impeccable customer service
- ♦ Develop and implement strategic marketing plan for business

### Westwood College – Denver, Colorado

2011 – current

#### Admissions Representative:

Enroll new students

### Fastsigns – Denver, Colorado

2004 - 2010

Responsible for sales, marketing, scheduling, budgeting, and customer service

Sold business to seek new opportunities

### Art Institute of Colorado – Denver, Colorado

1997 – 2000; 2003 - 2004

#### Admissions Representative:

Enrolled new students

### Bel Rae Institute – Denver, Colorado

2000 - 2003

#### Admissions Representative:

Enrolled new students

### Beauty Supply Salons – Denver, Colorado

1979 - 1994

Managed 14 retail business located in Colorado, New York and Missouri

## Education

Christopher Columbus High School – Bronx, New York

Certificate of Achievement – Training & Development