

Mia A. Aragon

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Professional Summary

Proactive and results-oriented professional with strong customer service, administrative, and office management skills. Driven to take initiative, master new processes, and contribute to organizational success through efficient problem-solving, effective multitasking, and precise reconciliation. Dedicated to maintaining high standards, building positive customer relations, and consistently delivering on key expectations.

Skills & Abilities

- Time Management
- Administrative & Management
- Customer and Personal Services
- Computers & Filing
- Fast Learner & Active Listening
- Detail Orientation & Accuracy
- Ability To Work in A Fast Paced
- Accounts receivable and Accounts payable, reconciling in platforms such as Sage, Aspire, Paymode, Aspen, and Texture, alongside managing payroll. Motivated professional with strong customer service, administrative, and office skills, seeking to learn and grow within the company.
- Skilled in trouble shooting, multi-tasking, customer relations, and reconciling discrepancies.
- Adept at generating purchase orders using ECM and Coins software, and providing administrative support for project supervisors.
- Excel, Word, and Outlook proficient
- Create Excel Spreadsheets
- Outgoing and Incoming Emails/Phone
- Calls with Customers and Vendors
- Proficient in time management, data entry, electronic/manual filing, and administrative management.
- Skilled in trouble shooting, multi-tasking, customer relations, and reconciling discrepancies.

**Purchasing Assistant and Fleet Manager | ProCraft Mechanical Inc
Broomfield, CO November 2023 -May 2026**

- Oversee data entry and general filing systems.
- Coordinate rental equipment scheduling with vendors.
- Generate purchase orders for project managers.
- Examine project buyouts and submittals.
- **Fleet Management Responsibilities:**
 - Monitor and record all routine and emergency vehicle maintenance.
 - Track vehicle GPS locations and driver activity.
 - Manage MVRs, vehicle tags, insurance policies, and compliance documentation.

**Accounts Receivable and Payable | The Roof & Gutter Guys
Denver, CO September 2021 - September 2023**

- Accounts receivable and Accounts payable
- Processed and submitted invoice daily
- Followed up with customers on payments
- Filing
- Answered Phones
- Ran monthly audits
- Prepared weekly numbers for weekly meetings
- Processed invoices in Quick Books, Vendor Café and Nexus Connect,

**Project Coordinator | Wayne's Electric - Fort Lupton, CO.
March 2018 - September 2021**

- Data Entry - Mostly on excel spreadsheets
- Schedule equipment rentals such as; Cranes, Lifts, Tool rental etc.
- Coordinate with Project Managers
- Coordinate with various vendors such as; QED, CED, Rexel and CES just to name a few
- Submit for Permits
- Track and update COI's
- Coordinate housing, AirBnb and/or hotel rentals for out of state/city work

**ADMINISTRATIVE ASSISTANT. | 347 GROUP/ HENKEL &
MCCOYNORTHGLENN, CO | OCT 2017-MARCH 2018**

- Data entry
- Filing / Electronic Filing
- Answer phone

- Close out end of month
- Create Excel Spreadsheets
- Payroll
- Help other associates in office
- Various other office duties as needed (Cleaning the office)
- Send and review incoming emails

Henkels & McCoy - A company new to Colorado. I helped set their office up with their filling system, payroll and handle all office needs.

PURCHASING ASSISTANT. | DESIGN MECHANICAL, LOUISVILLE, CO | FEB 2015- OCT 2017

- Data entry
- Filing
- Answer phone
- Schedule equipment through Vendors
- Create purchase orders for project managers
- Close out month & quarter for Billing

Design Mechanical - is a well-known construction hvac company here in Colorado. I created POs for our techs and project manager for material or cranes, booms, and lifts needed at jobsite. I also entered all invoices with our POs in an excel spreadsheet for billing. If our POs were not on our vendor invoice I would have to do some investigating.

Education

• **EVEREST COLLEGE, THORNTON, CO**

- Criminal Justice
- Associate Degree

• **NORTH HIGH SCHOOL, DENVER, CO**

- General Studies - GED