



Christy Ortega
Office Manager

303.762.7068
christy.ortega@e3co.com

EXPERTISE

- Office Manager
- Microsoft Dynamics GP
Project Accounting
- Skilled in Microsoft
Office Suites

EDUCATION

Certificate,
Business Administration
Parks College of Denver,
CO

Certificates,
Microsoft Office Suites
New Horizons Computer
Learning Centers

EXPERIENCE

E3 Consulting, LLC
Office Manager
2000-Present

Srt Administrators & CAC
Claims Processor
1994-2000

Continental Airlines
Flight Attendant
1983-1993

QUALIFICATIONS

Ms. Ortega has broad-based experience covering a full spectrum of administrative duties, including executive support, office management, billing/invoicing, payroll administration, customer care, account management, database administration, document preparation, travel/meeting coordination and project/program support. Ms. Ortega has superior multitasking talents, with the ability to manage multiple high priority assignments and develop solutions to challenging business problems. She has computer expertise with proficiency in all MS Office programs.

TECHNICAL SKILLS

Since joining E3 Consulting 6 years ago Ms. Ortega has created the role of a highly efficient Office Manager. Her computer literacy is well-presented and she demonstrates heaps of initiative and organizational skills for this unique role. She successfully ensures that the office is run smoothly at all times, dealing with queries and providing administrative support to senior members of staff. Her customer experience gives her the ability to work effectively as a liaison in client and customer contact and ability to work within a busy & pressurized environment.