

**Martha (Marti) Kovach**  
5151 Prairie Grass Lane  
Colorado Springs, CO 80922  
719-322-5492  
mkovach7700@yahoo.com

## Marti Kovach

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**Objective:** To attain another career in Administration

**Experience:**

Proficient in Excel, Word, Reynolds & Reynolds and ProMax. Exposed to Power Point, Access and Outlook with Windows XP.

Experience with Avaya Model 6424D+M phone system both 5 and 10 line.

Responsible for purchasing, negotiations and delivery terms with multiple vendors working with a \$20,000.00 budget.

Company representative for corporate, social, fund raising and charitable functions.

Schedule appointments, set up conference rooms.

Banking- deposits, cash, check and credit card reconciliation.

Customer service representative and correspondent.

**Experience:**

Phil Long Mitsubishi  
Colorado Springs, Co 80906

Administrative Assistant – 1997-2007

Responsible for opening the dealership daily, verifying and update data to run all morning reports to ensure inventory and data accuracy.

Managing a purchasing budget of \$20,000.00 annually for office equipment and supplies. Negotiate and coordinate delivery, distribution and placement.

Knowledge of accounting procedures to include A/P, A/R, payroll and purchase order systems.

Responsible for reports and their accuracy delivered daily, weekly, monthly and annually to 4 managers and directly to the General Manager.

Accountable for daily cash bank deposit, and credit card / checking machine report and submission.

Company representative for charitable and fund raising events. Responsible for organizing all social and company social events.

Corporate and Franchise contact for our company.

First contact with customers both on the phone and in reception at the dealership.

Inventory and audit control for new and used vehicles both to the franchise and the dealership.

Test and Bond all sales staff for the State of Colorado, submit and verify new employee information for payroll and employee packet.

Set up new employee phone lines, voicemails order business cards and instruct on procedures for ProMax reporting and recording. Teach phone etiquette and customer contact procedures.

Schedule service and sales appointments and coordinate with associate involved.

**4-year part time job in addition to full time.**

McCloskey Isuzu Colorado Springs, Co 80918 1999-2003  
Receptionist, data entry, 20-22 hrs. weekly, nights and Saturdays.

**Education:**

**Graduate of Rossford High School, Rossford, Ohio**

**Currently attending CTU computer course IT080 and Pikes Peak Workforce classes seeking certification and advanced capabilities in Microsoft applications: Word, Excel, Access and Power Point.**