

**Building Tomorrows Future Today...**



**1700 10TH ST.  
ALAMOGORDO, NM 88310  
575 437 7816**

**Debbie McGee-Lucero**

**reception@whitesandsconstruction.com**



**Administrative Assistant/Receptionist**

2022 - 8 years - White Sands Construction, Inc

Meet and Greet Clients, Customers and Public

Answer phone, direct phone calls, take messages

Filing, Archiving

Entering invoices, assist administrator with accounts payable

Ordering and maintaining office supplies

Maintaining office appearance

Trained in Sage 50/Peach Tree