

Building Tomorrows Future Today...



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

Debbie McGee-Lucero

reception@whitesandsconstruction.com



Administrative Assistant/Receptionist

2023 - 9 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