

ADMINISTRATIVE ASSISTANT

Career Overview

I would like the opportunity to enhance your department with my experience, skills, and knowledge.

* Over 1.5 years as an assistant in the medical field.

* Over 6 years in customer service and sales.

* Medical Billing and Coding Associates Degree completed in December 2012.

Skill Highlights

- Microsoft Office (Access, Excel, Outlook, PowerPoint, Word)
- Quickbooks 2012
- Medisoft Â Electronic Medical Records: Practice Management Software
- Eyefinity Â OfficeMate: Practice Management Software
- Eyefinity Â ExamWRITER: Electronic Health Record Software

Professional Experience

Company Name June 2012 to June 2013 Administrative Assistant

City , State

- Assist with creating all documents and a bookkeeping/accounting system.
- Payroll and Bookkeeping.
- Tax preparation for accountants.
- Answer phones in a professional manner and take messages.
- Schedule Meetings.
- Post job openings and screen candidates.
- Completely run the office by myself.

Company Name February 2012 to Current Independent Consultant

City , State

- Market and sell high quality kitchen tools and accessories through in-home demonstrations, booths at trade shows and fundraiser programs.
- Create and publish monthly newsletters for customers and other consultants.
- Help plan, lead, and execute monthly kitchen consultant meetings and potential consultant workshops.

Company Name May 2008 to October 2009 Paraoptometric Technician

City , State

- Answered phones, greeted patients, and scheduled patients, called in prescriptions to pharmacies, and set up patient referrals to other doctors.
- Gathered and recorded patient history.
- Performed pre-examination tests using techniques, procedures and equipment as instructed.
- Assisted optometrists conducting and recording patient examinations.

Company Name October 2007 to March 2008 Sales and Service Specialist

City , State

- Accepted phone orders for flower arrangements.
- Represented items for 10 different companies.
- Reconciled customer issues.
- Accepted payments for orders.
- Issues credit when necessary.
- Answered customer questions.

Company Name March 2007 to May 2007 Shift Lead / Assistant Manager

City , State

- Took and ordered inventory.
- Operated cash register.
- Prepared food following customers' specifications.

- Reconciled income and prepared and made bank deposits.
- Trained and scheduled employees and began interviewing employees when store closed.
- Assisted General Manager.

Company Name March 2006 to September 2007 Sales Associate
City , State

- Answered questions regarding the store and its merchandise.
- Bagged / packaged purchases.
- Maintained a clean and safe work environment.
- Faced and cleaned shelves, counters, and tables.
- Computed sales prices and received cash or credit payment.
- Described merchandise and explained use, operation, and care of merchandise to customers.
- Greeted customers and ascertained what each customer wanted or needed.
- Helped customers try on or fit merchandise.
- Inventoried stock and requisitioned new stock.
- Maintained knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.
- Opened and closed cash registers, performing tasks such as counting money, separating charge slips, coupons, and vouchers, balancing cash drawers.
- Placed special orders or called other stores to find desired items.
- Recommended, selected, and helped locate or obtain merchandise based on customer needs.
- Arranged and displayed merchandise to promote sales.
- Maintained awareness to ensure safety and to prevent theft.

Company Name February 2006 to March 2006 Customer Service Rep
City , State

- Answered phone calls for RCA Electronics.
- Performed troubleshooting duties for customers.
- Logged information into computerized system.
- Looked up and cross referenced information in order to assist customers in an accurate manner.

Company Name August 2004 to August 2005 Secretary
City , State

- Answered phone calls in a professional manner.
- Greeted customers.
- Completed shop tickets.
- Operated office machinery.
- Accepted payments and wrote receipts.
- Performed payroll and bookkeeping functions.
- Used a computer.
- Set up a website and listed cars for sale on the Internet.
- Completed paperwork for titling/retitling (title transfers).

Education

Cowley County Community College Associates of Applied Science : Medical Billing and Coding City , State Medical Billing and Coding

Medical Office Support--College Certificate

Cowley County Community College High School Diploma City , State

Stillwater High School City , State

Certifications

Certified Paraoptometric (expires 11/2012) Safety Training includes: HazCom, Bloodborne Pathogens and Lifting

Skills

accounting, Bookkeeping, cash register, cash registers, consultant, credit, Electronics, General Manager, inventory, machinery, Market, Medisoft, Meetings, Access, Excel, money, Microsoft Office, Office, Outlook, PowerPoint, Word, newsletters, Payroll, policies, quality, Quickbooks, recording, Safety, sales, tables, Tax preparation, phones, phone, Answer phones, trade shows, troubleshooting, website, workshops