

Emerson Network Power

Owatonna, MN

Administrative Assistant

02/2009 to 02/2010

- Researched, compiled, and prepared reports, manuals, correspondence required by management
- Communicated with overseas coworkers through email and via telephone daily with the obstacle of a profound language barrier
- Provided, employees with guidance in handling difficult and complex problems, and in resolving escalated complaints and disputes
- Accounts payable and accounts receivable
- Computed figures such as balances, totals, and commissions.
- Analyzed financial activities of establishments and departments, and provided input into budget planning and preparation processes
- Coordinated activities with other supervisory personnel, and with other work units and departments

Mayo Clinic

Rochester, MN

Laboratory Assistant

03/2006 to 11/2007

- Set up and maintained medical files and databases, including records such as x-ray, lab, and procedure reports, medical histories, diagnostic workups, admission and discharge summaries, and clinical resumes
- Orientated, instructed and directed work activities of assistants, aides and students
- Recorded results of tests, compared results with company standards and reported variations from standards to lab supervisor
- Preparation of Blood, Bone Marrow, and Tissue samples to be analyzed for several unusual types of cancer
- Labeled samples to assure the correct analysis was performed for the correct client
- Exercised safety procedures and OSHA regulations to maintain a safe work environment

TruGreen Lawn Care

Rochester, MN

Administrative Assistant

02/2005 to 12/2005

- Prepared, examined, and analyzed accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards
- Prepared forms and manuals for accounting and bookkeeping personnel, and directed their work activities
- Analyzed business operations, trends, costs, revenues, & financial commitments