

AIMEE N. LEWIS

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PROFILE

Administrative professional with demonstrated success in delivering results across a diverse range of areas including human resources, office administration, and operations primarily in medical and legal environments.

- *Ability to build mutually beneficial relationships with customers, co-workers, vendors, partners, and executives by using outstanding written and verbal communication skills*
- *Skilled in maintaining confidentiality, highly organized, detail and task oriented, proactive, problem-solver, innovative, committed to the highest levels of professional and personal excellence*
- *Proficient in MS Word, Excel, Outlook and many internal applications; IT support including end-user training and troubleshooting desktops, server backup and recovery, hardware and software maintenance*
- *Experienced with financial reporting, budgeting, general ledger accounting, cash flow control, and payroll*

HIGH LEVEL SUMMARY

- *Executive level support*
- *Office manager and supervisor*
- *Local and regional HR responsibilities for up to 300 employees*
- *Financial reporting and budgeting*
- *Accounting, bookkeeping*
- *IT end-user troubleshooting and training*
- *Procurement*
- *Job fairs/Event planning*

PROFESSIONAL EXPERIENCE

Harris, Karstaedt, Jamison & Powers, P.C. – 2/06 – Present

Human Resources Assistant

- Recruitment and staffing for a variety of positions
- Initiate and maintain benefit files for up to 65 employees
- Conduct new employee orientation; administer human resources policies and procedures
- Maintain HRIS database and generate reports
- Reconcile insurance statements and corresponding GL accounts; client billing and timekeeping
- Program, maintain and troubleshoot telecommunication equipment; diagnose and repair (within limits of ability) hardware and software from end-user/workstation level
- Responsible for the marketing budget; assist in research for procurements up to \$20K
- Provide ongoing support to managers, partners, and co-workers

Zupkus & Angell, P.C. – 6/05 – 2/06***Office Systems Administrator***

- IT support, server backup and recovery, perform hardware and software maintenance
- End-user training and troubleshooting desktops
- Manage all other office technology

Messner & Reeves, LLC – 5/03 – 4/05***Legal Administrator***

- Human resources administration including recruitment, orientation, compensation programs, benefits, develop policies and procedures, employee handbook, job descriptions
- Supervision of a staff of 10 employees
- Responsible for financial, procurement, and budget for salaries, benefits and equipment
- Establish and maintain complex schedules, meet deadlines, coordinate major events

Apria Healthcare – 12/00 – 11/02***Regional Human Resources Representative***

- Utilize a variety of recruitment methods to staff 32 locations in four states
- Provide executive assistance to division and regional manager in administering HR policies and procedures, compensation and benefits programs
- Conduct Labor Management Training, Leadership Training and New Employee Orientation
- Assist the corporate office with managing the HRIS, audit and edit Kronos system

Rocky Mountain Cancer Centers – 4/98 – 12/00***State Front Office Supervisor***

- Responsible for training for 10 locations statewide on office policies and procedures, computer programs, patient intake, scheduling, medical records, verification of treatment plans and insurance
- Patient billing, copay receivables, data entry
- Supervision of five employees at the Englewood location

EDUCATION AND MANAGEMENT DEVELOPMENT PROGRAMS

Pima Medical Institute – Graduate
Pomona High School – Diploma
Human Resources Management – Council on Education in Management
Numerous Professional Development Courses