

Beth M. Kieffer

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Altura, MN 55910
Cell 507-421-7517

Experience

MAYO CLINIC, Rochester, Minnesota 2003- 2014

Office Assistant/ Receptionist, NS Preventative Medicine Nursing 9/2013 - 5/2014

- Assist with registering Mayo Clinic employees for the flu clinic
- Greet and direct staff members
- Look up MC# in MICS Lastword for employees, complete paperwork
- Prepare supplies for the nurses
- Work well under pressure in a fast paced environment
- Sort, label and file hard copy employee medical records

Transplant Research Assistant, Charlton 10 1/2013- 9/2013

- Consented patients with general information about the transplant research study
- Performed various clerical duties, answering telephone, faxing, filing and copying documents
- Worked directly with patients, nursing staff, physicians and coworkers providing excellent team work
- Strong attention to detail, problem solve and multi-tasking, excellent written and verbal communication
- Managed and obtained patient information within hospital setting

Scheduling Office Assistant, Charter House 2011 - 2013

- Performed various clerical duties, answering telephone, faxing, filing and copying documents
- Assisted in setting up daily schedules for employees using Excel spreadsheets
- Prepared and organized new employee packets and led tours for new employees
- Conducted hand washing and room order audits to ensure adherence to Mayo Clinic policy
- Typing skills 50 wpm, proficient in Microsoft Word and Excel

Anesthesiology Technician, St. Mary's Hospital 2004 - 2011

- Worked directly with nursing staff, physicians and coworkers
- Provided excellent written and verbal communication
- Cleaned and turned rooms over for surgery and stocked supplies in OR rooms
- Trained new employees and carried out a variety of other clerical duties
- Managed and obtained patient information within hospital setting
- Highly organized, strong attention to detail and positive team member
- Very energetic knowledge of medical terminology

Telephone Operator, St. Mary's Hospital 2003 – 2004

- Answered multi-line switchboard and routed calls to appropriate areas
- Effectively communicated with physicians, nurses, patients and coworkers
- Performed various clerical duties, redirecting pagers and overhead code pages
- Created schedule for on call emergency room physician coverage
- Strong team member, ability to problem solve and multitask

Education

St. Charles Public School 1986

References (available upon request)