

Professional Summary

Highly organized and detail-oriented Administrative Assistant with more than four years of experience supplying thorough, organized administrative support to top executives.

Skills

- Exceptional interpersonal communication
- Effective leader
- Staff training/development
- Consistently meet goals
- Efficient multi-tasker
- Project management
- Customer service-oriented
- Organized
- Deadline-oriented
- Self Motivated
- Extremely hard-working
- Pleasant demeanor
- Appointment setting
- 60 WPM typing speed
- Professional phone etiquette
- Database management
- Articulate and well-spoken
- Invoice processing

Work History

Administrative Assistant 10/2009 to Current

Gloria J Bryant LCSW ACSW, Inc. – Evansville, IN

Filed patient records, managed billing records, created and mailed itemized statements, billed the appropriate insurance companies through MD-Online, and answered any incoming telephone calls.

Business Development Representative 11/2012 to 09/2013

Romain Cross Pointe Auto Park – Evansville, Indiana

Answered and directed incoming phone calls, scheduled service appointments through ADP, greeted customers on the service drive, kept the showroom in excellent condition and filed any Repair Orders from the Assistant Service Managers.

Administrative Assistant 09/2013 to Current

Professional Transportation, Inc. – Evansville, Indiana

My main focus at Professional Transportation is to run all Motor Vehicle Request's from our branch managers. On an average day I enter and grade over 100 Motor Vehicle Request, compile reports using Microsoft Dynamics, and answer a multi-line switchboard while directing any incoming calls to the correct department.

Education

Bachelor of Science: Business Management Current

Western Governors University - Online Courses

High School Diploma: 2011

F.J. Reitz High School - Evansville, Indiana