

Tamara B. Leggett

Friendly, detail-oriented, fast-learner who persists to get the job done

Experience

9/2014-present Gastroenterology of the Rockies Louisville, CO

Receptionist/Administrative Assistant

- Greet and announce visitors
- Open and distribute all internal & USPS mail
- Print and mail all patient summaries daily
- Enter and mail all doctor reports
- Record and distribute all voice messages
- Enter data for call and scanning logs

3/2012-4/2014 Front Range Eye Health Center Louisville, CO

Receptionist in a busy 4 doctor Optometrist Office

- Patient check in and check out including collecting and explaining patient charges
- Charge entry including updating EHR charts
- Scheduling
- Answering phones and assisting patients
- Prepping charts

10/2011-3/2012 MSI LLC (HOA Management Company) Broomfield, CO

Receptionist/Operator

- Managed questions and problems from homeowners
- Scanned and filed documents with computerized filing system

08/2006-08/2011 Mountain Range High School/Adams 12 Schools Westminster, CO

Receptionist

- Coordinated and scheduled substitute teachers daily for all teachers in the building
- Managed main switchboard for a high school of 2000+ students
- Completed Student and parent school check in throughout the year
- Assisted with building response to emergency situations

01/2006-08/2006 Legacy High School / Adams 12 Schools Broomfield, CO

Office Clerk/Book Depository Clerk

- Managed book checkout procedures at a high school of 2000+ students
- Completed office tasks such as filing, ordering, answering phones, etc.

1996-2006 Adams 12 Five Star Schools Broomfield, CO

Classified Substitute/Volunteer

- Legacy High School (LHS) Bookkeeping Office
- Student athletic check-in at LHS
- LHS Book Depository and copy room, including set up of the new LHS library and fundraising programs. Also, various library duties in an elementary school

1986-2005

Stay At Home Mother

- Raised my children and volunteered at their schools

1984-1986 DY4 Systems and Avis Rental Cars Ottawa, ON

Accounts Receivable Clerk

- Customer Invoicing, Account Collections, Accounts Receivable Reports
- Balance daily deposit spreadsheets for multiple locations

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Tamara Leggett

Education

Bachelors of Arts

Sir Wilfrid Laurier University

Waterloo, ON, Canada

- Major: Psychology and Sociology
- Minor: Business Administration

References

References are available upon request.