

Christina Buchanan

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870-329-3040

Office administrative assistant seeking opportunities to grow experience base.

Work Experience

OFFICE ADMIN CHERRY BLOSSOM EVENTS

August 2015 to Present

AUGUST 2015-PRESENT

- Scheduling client meetings
- Working with various vendors for contract negotiation, contract documentation
- General office experience (fax, email, phone etc.)

CUSTOMER SERVICE TARGET

Cashier/money management

Target

October 2013 to January 2014

CERTIFIED NURSING ASSISTANT SHERIDAN HEALTHCARE

REHAB

August 2010 to December 2011

- Patient and environmental safety with basic patient care skills
- Familiar with medical terminology/HIPAA/ICD-10
- Vitals/patient observation/charting

Education

AIMS COMMUNITY COLLEGE

PUBLIC HEALTH/PRE-NURSING

SAM HOUSTON UNIVERSITY

Additional Information

Microsoft word, and excel experience. Office equipment/multi-line phone. Customer service. Medical terminology, patient care/advocacy.