

Cindy Schmidt

Administrative Support Staff - Flint Energy Services an AECOM company

Frederick, CO

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Diligent, detail-oriented, and reliable worker seeking a position as a Receptionist / Administrative Assistant. Skilled in effective management of multiple ongoing projects, accommodation of customer needs, and maintenance of an organized working environment with a good attitude and team-oriented mindset. Resolute problem-solver, personable, well-spoken professional skilled at working with people in a way that makes a positive difference.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

WORK EXPERIENCE

Administrative Support Staff

Flint Energy Services an AECOM company - Frederick, CO - July 2013 to January 2015

Handle the task of directing incoming calls, vendors and staff. Perform basic JD Edwards accounting administration to support teams. Proofreading Experience: Efficient, accurate, and detail-oriented. Strong written and verbal communication skills with the capability to learn new skills. Thrive in a team environment as either team player or leader. Manage administrative functions within department to include assisting HR Manager in administration processes. Assist with accounts payable and billing services, as needed.

Customer Service Receptionist

K and C RV and Camping World - Longmont, CO - March 2008 to October 2012

Receive and greet customers upon their arrival and relay them to proper services. Deliver messages to correct departments, manage customer concerns, and convey issues when appropriate. Direct multi-line phone system - CISCO Unified Communications Manager Attendant Console - track customer leads for the sales team, and train receptionists. Update computer data, order supplies, and maintain office inventory on daily basis. I developed and implemented a directory for new CISCO multi-line phone system for 3 locations.

Special Education ParaProfessional and After School Activities Coordinator (3/05 thru 7/07)

St. Vrain Valley School District - Longmont, CO - August 2004 to March 2008

> Worked with high needs students coordinating with teachers and therapists to aid children in mental, physical, and emotional development. Implemented creative learning activities to provide quality education and offer disabled children the opportunity to excel. Tutored children in various subjects, performed basic physical therapy, and taught practical life skills with patience and love. Trained for G-tube feeding, seizure assistance, meds administration, suicide assistance (A.S.I.S.T.), and CPR.

>Facilitated afterschool program for students. Aided with homework, designed crafts, assured students' safety and well-being. Prepared snacks, activities and entertainment.

Front Desk / Scheduling / Medical Records

Gunbarrel Medical Clinic - Boulder, CO - January 1999 to December 2003

Responsibilities

Front Desk check-in/out, phones, scheduling, interfaced with insurance companies, Law & other medical offices to procure copies of patient's medical records for forwarding and doctor's review, medical chart

structuring, customer service, time management, problem solving and research to locate old records. I am HIPAA compliant.

Accomplishments

assessed as the best phone voice of 5 clinics, many client thanks and praise for my compassionate, good listening and get them the help needed service to our patients.

Skills Used

I am articulate, attentive to details checking DOB, name, middle initial, doctor, insurance, dates...,keep others well informed, follow-up, organize for efficiency, team-spirit as well as work independantly, I am tactful, I am HIPAA compliant, I lead by doing, I have a strong work ethic, complete tasks timely, keep my head in crisis situations plus I am compassionate, interested, reassuring. (I developed a directory for 3 locations for new CISCO multi-line phone system)

Professional Assistant

New Age Health Food - Boulder, CO - June 1968 to July 1971

Created innovative teaching kits for workshops. Transcribed owner's health research notes for teaching and publication, cashiered, and completed shipping orders and invoices. Instructed customers on product usage.

EDUCATION

Associates of the Arts

Front Range Community College - Longmont, CO

May 2001

ADDITIONAL INFORMATION

Core Competencies

Technological Skills:

- JD Edwards data entry
- MS Word
- MS Excel
- MS Office

Word 2007 & 2008

- Transcription

Administrative Support

- Data entry
- Faxing
- Filing
- Scanning

Phone:

- High volume calls
- CISCO Unified Communications Manager Attendant Console - multi-lined phone system