

Danielle M. Lehner
332 East Pitkin Street
Fort Collins, CO 80524
dmlehner1@gmail.com
(919) 951-8328

10/14 - 12/2019
Documents Specialist
Sessoms and Rogers, P.A.
Durham, NC

I was the primary point of contact between our legal assistants and clients, ensuring confidentiality and timely exchange of documents. During my tenure, I have prided myself on improving communication and accountability. As a result, my department was recognized with the best media and document delivery award from our largest client for the past two years. My regular tasks included daily uploading and downloading of electronic document files and overseeing monthly audits. Additionally, I have trained new hires in the documents department.

10/07 - 10/14
Medical Information Assistant
Smither & Associates
UNC Hospitals, Medical Information Management
Chapel Hill, NC

I assisted with a major electronic medical records system conversion project. I prepared medical record documents for processing, while ensuring confidentiality and HIPAA compliance. I was a consistent top performer in both speed and accuracy.

10/2005 - 2/2007
Assistant Registrar
UNC Chapel Hill, School of Government
Chapel Hill, NC

I assisted in registration operations for continuing education programs within the UNC School of Government. I performed data entry of student information and reserved rooms and resources through an internal database. I also assisted program coordinators with on and off-site seminars, handling student check-in and distribution of course materials.

6/01-8/03
Program Assistant
University of Florida, Department of Civil and Coastal Engineering
Gainesville, FL

I was a program assistant for professional certification courses offered through the university. In addition to data entry, I created reports, drafted correspondence, and assisted in production and shipment of course materials. I acted as the primary contact to the public, handling inquiries and providing program information. I assisted in coordination of regular seminars and traveled to off-site training facilities to oversee registrations.

B.A. in Psychology
University of Florida