

Erin Vasquez

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Professional Summary

Attentive clerical team member looking for additional practical experience in the field. Capable of using software such as Word and Excel to write documents, update spreadsheets and compile reports. Excellent multitasking, organizational and prioritizing skills.

Skills

- Customer Service, Data Entry, Email, eRecruit, Excel, Word, Billing, Clerical, Client assessment and analysis, Organized, Filing, Front office, Injections, Mail processing, SharePoint, Pharmacology, Phlebotomy, Public Speaking, Records maintenance, Sorting, Answer phones, Self-Motivated, Typing, Vital Signs.

Work History

Sept. 2018- May 2021 Recruitment Officer, Full Time (36 hours per week) Ongoing
Department of Corporate and Digital Development, Northern Territory
Government, Australia

- Verified data integrity and accuracy.
- Worked independently, as part of a team and under guidance to master general clerical tasks.
- Processing of RTFs for advertising on eRecruit.
- Processing of Media and Print Standalone advertising.
- Adding of late applications to closed vacancies.
- Responded to customer requests via telephone and email.
- Performed clerical tasks, including answering incoming phone calls, sorting mail and sending correspondence.
- Monthly report processing.
- Followed standard operating procedures and general guidelines as well as updating of SOP form.
- Monitored tasking to ensure to deadlines were being met.
- Filled in on higher assignment duties as requested.
- Promote Northern Territory Government jobs at public job fairs.

Mar. 2017-Nov. 2017 Night Resident Assistant, Part Time (aprox 20 hours per week) Ongoing
Canterbury Gardens-Denver, CO

- Answer pendants
- Mediated and provided professional conflict resolution in a timely fashion.
- Counseled peers on career, academic and personal concerns.
- Performed several administrative duties, including room transfers, incident reports and maintenance requests.
- Led by example through mature behavior consistent with university regulations and rules.
- Greeted incoming customers in a professional manner and provided friendly, knowledgeable assistance.
- Worked to maintain cleanliness of reception area to maintain welcoming environment.
- Worked to maintain cleanliness of reception area to maintain welcoming environment.
- Greeted clients and visitors in a friendly, courteous manner.
- Wiped down kitchen surfaces with fresh cloths, hot water and company-approved cleaning products to prevent food borne illness.
- Upheld standards of cleanliness, food handling and safety.
- Bussed, cleared, cleaned and set tables in quiet and efficient manner.
- Swept, wrapped silverware and performed other tasks to help the dining room operate in an efficient manner.
- Assisted guests with finding items.
- Assisted patients with mobility, including helping them in and out of bed, wheelchair usage and automobile travel.

- Reported any unusual circumstances in the patients' condition or environment.

May. 2013- Mar. 2017 Caregiver/QMAP Certification/Activities/Kitchen Aide, Full Time (35 hours per week) Ongoing
Brookdale Senior Living-Denver, CO

- Investigated and reported issues relating to patient care or conditions that might hinder patient well-being.
- Trained new staff on quality control procedures.
- Responsible for care, case management, and medication management.
- Ensured safety and well-being of patients.
- Provided and completed all daily living tasks to enhance quality of life for elderly patients.
- Managed various general office duties such as answering multiple telephone lines, completing insurance forms.
- Answered call lights and aided in patient comfort and safety by adjusting beds, lights, bed rails, pillows, patients' clothing and bedside tables/equipment.
- Helped residents with bathing, dressing, feeding, lifting and transferring.
- Measured urine and delivered specimens to lab.
- Follow daily work schedule and adapt to changes as needed.
- Escort residents to appointments and/or functions as needed.
- Help in other departments as needed.
- Greeted clients and visitors in a friendly, courteous manner.
- Answered calls in a timely matter and forwarded to appropriate parties.

Mar. 2011 – Dec. 2012 Full Time, United States Army (40-70 hours per week)
88N/Admin Clerk

- Filing, Typing and creation of reports/memos
- Answer phones, Maintain office, Create work orders
- Leveraged the strengths of individual staff to increase sales and productivity
- Prioritized, planned, and adjusted schedules as necessary to maximize efficiency of mission. Briefed superiors on status.
- Prepared monthly, weekly and daily logs using Microsoft Excel, Sharepoint and Office
- Processing of Incoming and Out Processing of personnel.
- Processed employee performance reports according to guidelines

Sept. 2008 – Mar. 2011 Clerk, Full Time (40 hours per week), Ongoing
Health Services/Substitute Paraeducator/Clerical Sub.
Marysville Joint Unified School District, CA

- Health Services/Substitute Paraeducator/Clerical Sub
- Maintain student immunization records and health files
- Notify parents of compliance requirements
- Outreach of health services for low cost/no cost
- Public Speaking
- Coordinate transportation to health care for children 0-5
- Assist in planning of school health screenings.
- Filing, Data Entry and Update of Care Registry
- Bulk Mailings
- Assist teachers in classroom, One on one assistance for students, Attendance, other duties as assigned

Education

2011

Medical Assisting Certification of Completion

Carrington College California, Sacramento

Prepping patients, Taking vital signs, Collect and test Urine Samples, Administer injections, Phlebotomy, Pharmacology, Sterilizing medical instruments, EKG, Billing, Front office.

2009

Associates Degree in Arts and Humanities

Yuba College