

Hope Gibson

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A passionate and skilled individual who hopes to improve the world by supporting compassionate and conscious businesses.

Authorized to work in the US for any employer

Work Experience

Administrative Assistant

Naturopathic Wellness - Hamden, CT

October 2019 to May 2020

- coordinated supplement orders and shipments to patients
- Interviewed patients for case histories before appointments
- Updated and maintain patients' health records
- Assisted patients with the initial paperwork process
- Scheduled and coordinated appointments
- Processed insurance claims in compliance with law requirements
- Managed receivable and payable accounts and maintained financial records
- Answered patients' queries and ensured quality customer service
- Collaborated with the doctor to help with medical examinations, schedule tests, and order supplies
- Ensured compliance with procedures

Operations Data Systems Assistant

Kaman- Fuzing and Precision - Middletown, CT

December 2017 to October 2018

- As a data assistant for Kaman, I worked closely with the operations team and the cell managers to collect weekly and monthly data for reporting.
- I created a dashboard to track our build plan, actuals, and testing schedules daily for weekly reporting.
- I continuously improved how we collected and organized data to ensure accuracy and timely reporting.
- As operations data assistant, I also run weekly meetings for the cell managers and manage detailed meeting actions.
- I reviewed and approved policy, procedures, and work instructions and submitted them to DocuShare.

Data Associate

Quest Global - Windsor Locks, CT

May 2016 to September 2017

- I assembled a weekly customer meeting with UTC Aerospace and Boeing for the 787 Supply Chain platform.
- I gathered daily inputs from customers.
- I regularly updated dashboards to keep track of overdue parts.

Education

Bachelor's in History

Central Connecticut State University - New Britain, CT, US

September 2009 to December 2014

Skills

- Microsoft Excel
- Microsoft Powerpoint
- Microsoft Office
- Process improvement
- DocuSign
- Medical receptionist
- Medical scheduling