

JESSI MOORE

Executive Assistant

Fort Collins, CO | 970-988-9670 | jessmoore.970@gmail.com

PROFILE

Adaptable and detail-oriented Executive Assistant with over 5 years experience managing a multitude of priorities while delivering efficient and quality experiences. Highly skilled in communication, meticulous organization, and anticipating needs of clients.

COMPETENCIES

- ✓ High Level Administrative Support
- ✓ Investigative Problem Solving
- ✓ Systems Improvement
- ✓ Project Management
- ✓ Highly Coachable
- ✓ Written and Verbal Communication
- ✓ Technology Adaptability
- ✓ MS Office Software Proficiency

EXPERIENCE

ADMINISTRATIVE AND DATA ENTRY CLERK (TEMPORARY)

Kelly Services | June 2022 - Present

- Contracted by staffing firm Kelly Services to work on a temporary basis as an Office Administrator and Data Entry Clerk for numerous offices
- Duties include but not limited to: data entry, maintaining files, preparing, verifying and processing data including research and filing, producing reports.

OFFICE MANAGER

Fort Collins Family Acupuncture | September 2020 - April 2022

- Managed a high volume healthcare practice with strategic prioritization
- Verified insurance benefits, processed invoices for payments and accurately updated patient data throughout various database systems
- Developed streamlined processes to improve workflow throughout the organization
- Facilitated a parallel running scheduling system changeover with complete accuracy

REAL ESTATE TRANSACTION COORDINATOR

C3 Real Estate Fort Collins | November 2020 - April 2021

- Served as a liaison to all parties in 30+ real estate contracts
- Ensured the accuracy of information in complex real estate documents using a multitude of technical software
- Gathered relevant data and accurately prepared reports as needed
- Coordinated the timeline of fast-paced, deadline driven transactions

PERSONAL ASSISTANT

PR by Josephine | November 2017 - March 2020

- Provided a wide range of executive support with dedication and confidentiality
- Conducted market research, organized results and executed purchases
- Coordinated several calendars for optimal focus and complex travel arrangements
- Organized and planned parties, retreats and events while acting as day-of coordination and communication contact