

Natalie Courtney

Administrative Assistant

Loveland, CO

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386.872.8956

Work Experience

Administrative Assistant

Mid-Florida Housing Partnership Inc

April 2015 to January 2018

Performed general office support to include, scheduling and coordinating client interviews and group events, internal office

communication, daily operations, website development and ongoing maintenance, print marketing flyers and training

staff and clients on computer use.

Surgical Aide in the Main O.R

Florida Memorial Medical Center

October 2012 to April 2014

Duties included patient transport and positioning for procedures, O.R. preparation, stocking sterile supplies, and lab

specimen transport. Technical functions included assisting in patient preparation, assembling equipment, assisting

anesthesia providers as directed, and performing environmental sanitation within the Operating Rooms.

Sales Assistant

Snap-On Tools

March 2012 to October 2012

5/2014 - 7/2016

Duties included inventory management, direct customer sales, customer collections, account resolutions, tool repairs and warranty processing.

Special Procedure Tech in O.R

Halifax Hospital

January 2010 to February 2012

Being a Level II trauma center the work environment was of higher intensity and faster paced than Florida Memorial

Medical Center. The day to day job duties were similar otherwise.

AVID Tutor / Mentor

Campbell Middle School

September 2009 to May 2010

Duties included mentoring and tutoring 7 th and 8 th grade students alongside their teachers, both individually and in small groups. All while serving as a positive role model.

Data Entry / Office Assistant

Allied Courier, Inc

October 2004 to August 2008

Duties included data entry, filing, answering phones, gathering data, driver dispatching and problem solving with day to day issues with customers in a reassuring, friendly manner.

Education

Associate of Arts in 1 year

Daytona State College

Associate of Arts in 2 years

University of Kansas

Certifications/Licenses

Medical Billing

Groups

Palmetto House, Administrative Volunteer Daytona Beach, FL

August 2012 to 2018