

PATRICIA NELSON

Erie, CO 80516

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Summary: Effective communicator skilled at interfacing with clients. Knowledge of office, reception and front desk procedures with proven ability to work in a fast paced environment and manage diversified responsibilities.

Objective: Find employment where my skills and experience will be an asset to my employer while furthering my knowledge and abilities in the process.

Computer Skills: Microsoft Word, Excel, Lotus Notes, Passage Point, Kronos

Experience:

10/11 - 09/13 Message Therapist – Home Business – New Jersey

07/99 - 09/11 Teva Pharmaceuticals USA Receptionist/Security

- Perform all front desk/receptionist duties. Answer Switchboard, Meet & Greet Visitors, Distribute mail.
- Sign in visitors into Security Passage Point System.
- Perform all related duties required as Site Administrator for Kronos time keeping system.
- Maintain office and facility supplies inventory. Initiate purchase requisitions for supplies when needed.
- Provide HR assistance to plant personnel (ID Badges, payroll problems, health insurance questions, etc.) Assist in coordinating of Blood Drive, Activity Trips, Medical Testing and Teva Picnic. Ordered lunch for meetings, trainings, and classes.
- Assisting employees with telephone maintenance requests.
- Coordinate with Cintas, for ordering, repairs, sizing, and billing of employee uniforms etc.