

Rachel Matthews

Administrative Assistant

Fridley, MN

rachelmatthews525_zdx@indeedemail.com

(612) 242-7237

To work in the position of an Administrative Assistant in a growing company where my ability to prioritize, organize, problem solve, and effectively communicate with all levels of staff will be valuable in providing outstanding, exceptional administrative support to the company.

Authorized to work in the US for any employer

Work Experience

Personal Care Assistant

Pro Healthcare

2010 to Present

- Prepare and serve meals, assist with feeding if necessary
- Light housekeeping and laundry
- Assist clients with medication reminders and refill
- Assist clients with personal hygiene, oral care, hair and skin care
- Assist client with walking including the use of walkers and wheel chairs when needed
- Schedule client medical appointments and meetings when required

Data Entry

Data Recognition Corporation

2015 to 2016

- Trained new employee, assist supervisor
- Sorted and verify the accuracy of data
- Loaded appropriate machines with required input and output
- Transferred data from paper formats into computer files or database systems
- Retrieved data from the database or electronic files as requested
- Complied with data integrity and security policies

Program Assistant Intern

Anoka County

2015 to 2015

to 2015

- Maintained and update filing
- Answered telephones, direct calls and take messages
- Operated the office machines, such as photocopiers, scanners, voice mail systems, and personal computers.
- Creating spreadsheets and update existing data
- Scanned documents and print files when needed
- Responded to queries for information and access relevant files
- Ensured proper use of office equipment and address and malfunctions

Education

AA Degree in Business Management in Business Management

Anoka Ramsey Community College - Coon Rapids, MN

January 2018 to Present

Masters Certificate

Anoka Ramsey Community College - Coon Rapids, MN

November 2018

High school

Skills

Excel (Less than 1 year), Office Administration, Schedule Appointments (4 years), Data Entry (1 year), Spreadsheets, Customer Service Skills

Certifications/Licenses

Microsoft Word

November 2018 to Present

Microsoft Excel

November 2018 to Present

Microsoft Office Specialist

November 2018 to Present

Additional Information

SKILLS

- Proficient in Microsoft Word, Excel, and Outlook
- Problem solving abilities with a team or individually
- Excellent written and verbal communication skills
- Detail orientated
- Able to type 45+ wpm
- Able to convey a professional demeanor in all situations, adapt to unexpected situations
- Organizational, multi-tasking and time management
- Able to operate under pressure
- Able to learn new things quickly
- Customer Service