



Cathy Scott

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My name is Cathy Scott and I have over 17yrs of clerical and office experience, in several different industries. I am very familiar and skilled with all aspects of administrative, back-office and front office equipment and procedures. I enjoy utilizing my abilities for greater office efficiency and productivity. I am seeking a long-term to permanent position in an environment that rewards relevant skills.

Work Experience

COURIER SERVICES

JS LOGSTICS / PDS COURIER / SKILLED CARE EXPRESS – Indianapolis, IN Courier & Pharmacy STAT Courier / FEB 2014 – PRESENT

*Responsible for prompt and accurate delivery and distribution of pharmaceutical medications (including controlled substances) and supplies to and from Select Pharmacy / Pharmakon Pharmacy and medical care providers at LTC (Long Term Care) and Nursing Home facilities in Cincinnati area, daily

*Work under stressful conditions; noisy and crowded, fluctuating indoor/outdoor temperatures, moderate pressure to meet scheduled delivery and appointment times, subject to people that may have physical and verbal aggression

*Physical requirements; sitting, standing, walking, pushing, bending, carrying for prolonged periods of time; ability to lift/carry up to 35 lbs

*Responsible for accurate and detailed records and reports

*Work independently with minimal supervision

*Maintain confidentiality and strict safety and security procedures

TEMPORARY STAFFING ASSIGNMENTS JUN 2013 – DEC 2013

KELLY SERVICES @ STERICYCLE EXPERT SOLUTIONS

Medical & Pharmaceutical Waste Mgmt – Indianapolis, IN

DEA Waste Auditor

*Review automated scanned documents, manifests, waste detail forms, and DEA 222 forms for quality control, to ensure that the information provided was accurate and aligned with EPA, RCRA, OSHA, and DEA rules and regulations

*Enter and maintain all data from automated scanned documents, manifests, waste detail forms, and DEA 222 forms into SPAK and PWE databases (waste information system)

*Serve as point of contact to 60+ drivers, to ensure drivers were practicing safety hazards while carrying hazardous materials, and were submitting accurate and quality work according to gov reg

*Maintain communication through email and phone, between drivers, supervisors and external teams

*Create orders, backfill orders, and review orders in PWE database, in timely manner

*Maintain confidentiality and strict security procedures

SPARTAN STAFFING @ FISERV SOLUTIONS

Financial & Lending Services – Indianapolis, IN

Data Entry Clerk

*Review, verify, and enter client information into company database and MS Excel

*Create and maintain spreadsheets in MS Excel

*Enter alpha-numeric and numeric data entry

*File, fax, copy, collate and print

*Database maintenance

ROSE INTERNATIONAL @ STATE OF INDIANA

Department of Revenue - Indianapolis, IN

Data Entry Clerk

- *Enter alpha-numeric and numeric data into DOR database
- *Review and verify scanned and paper tax documents
- *Worked on production based project
- *Maintain confidentiality

S & W REAL ESTATE SERVICES

Real Estate & Property Mgmt

Administrative Assistant / Jan 2005 – Jun 2013

- *Run errands, run credit, take BPO photos
- *File, fax, copy, collate and print
- *Enter alpha-numeric data entry
- *Answer phones (6+ lines)
- *Database maintenance

PJAX FREIGHT SYSTEMS

Transportation Services

Office Clerk / Aug 2004 Dec 2004

- *Enter and research freight information (AS400)
- *Take phone orders and relay to dispatch
- *File, fax, copy, collate and print
- *Answer phones (10+ lines)
- *Customer service

MEDFOCUS @ ELI LILLY

Pharmaceutical Company

Medical Information Processor / Apr 2003 – Apr 2004

- *Receive, verify, collate, track and file CRFs (Case Report Forms) and ancillary documents
- *Index w/ Express Scan and Work Manager on company servers
- *Manual data entry of rejected and duplicated document info
- *Process confidential medical data (including Clin-trial data)
- *Scan documents into an imaging system (OCR)
- *Minor maintenance of scanning equipment
- *Use company database and AS400
- *Open and sort incoming mail

Skills

- Attention to detail
- Interpersonal skills
- Energetic self-starter
- Strong teamwork skills
- Creative problem solver
- Experienced office worker
- Works well independently
- Ability to maintain confidentiality
- Accurate, analytical and organized
- Great communication and customer service skills

Education

Northwest High School

1991 Indianapolis, IN

High School Diploma

Computer Software

- MicroSoft Office 2010
(Access, Excel, Outlook, Powerpoint, Word)
- Quickbooks Simple Start
- Windows 2000/ME/XP/7/8
- AS400