

# Suzanne Willson

## Administrative Assistant - Sugarhouse Workshop

Vestal, NY 13850

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Authorized to work in the US for any employer

### WORK EXPERIENCE

#### Administrative Assistant

Sugarhouse Workshop - Arlington, VT -

2015-08 - Present

(working remotely)

- Track purchases by entering pertinent information into a spreadsheet
- Order supplies such as printer ink and shipping materials
- Add new clients to email and mailing list
- Respond to inquiries via email and follow up on past due accounts

#### Admission Receptionist

Conifer Park - Glenville, NY -

2012-11 - 2016-11

Answer multi-line phone system and direct calls

- Issue and process admissions paperwork to incoming patients
- Catalog and secure all patient medications
- Assist new patients with questions and concerns regarding the facility
- Ensure admission guidelines are met and complete incident reports as needed
- Coordinate with pertinent departments to make sure that all patient data is kept current and correct

#### Library Assistant

Arvilla E. Diver Memorial Library - Schaghticoke, NY -

2012-04 - 2014-03

Assist patrons with locating library materials

- Check books and DVDs in and out of automated library system
- Shelve books and process interlibrary loans
- Run, complete, and file daily and weekly reports
- Process and catalog new library materials
- Assist library director in tracking and balancing organizational budget

#### Lead Night Auditor

Caribbean Resort & Villas - Myrtle Beach, SC -

2007-07 - 2012-01

Running audit and daily closing procedures

- Balancing all cash drawers and MOD banks
- Preparing daily reports for various departments

EDUCATION

**Business/Communications**

SUNY Broome Community College - Binghamton, NY