

Wendy Siewert

Rochester, MN 55906

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Willing to relocate: Anywhere

Authorized to work in the US for any employer

WORK EXPERIENCE

Administrative Assistant

Mayo Clinic - Rochester, MN - 2008-08 - 2016-05

Provide administrative support to Administrators, Managers, Medical Doctors, and other research personnel in the departments of Research Administrative Services and Office for Human Research Protection - Institutional Review Board.

- Prepare correspondence by transcribing and reading notes.
- Maintain calendars and schedule meetings using Outlook.
- Prepare and follow through with making travel arrangements.
- Answer phones from Mayo staff and non-affiliated members from beginning to end and follow-through until satisfied.
- File, prepare reports and manuscripts, meeting agendas and minutes, presentation materials with the ability to use and manipulate graphics as needed; process reimbursement for travel and other professional expenses using Concur; order supplies using Eway; and maintaining records.
- Plan, organize, and follow through with Orientation and Training for new community/ committee board members and new employees to the department.
- Plan, organize, and follow through with regular monthly and yearly educational training events.
- Set agendas, prepare presentations, and travel arrangements with outside sources.
- Create and maintain intranet while also creating/designing and maintain website using WordPress.
- Prepare and maintain monthly expenses charged to research studies and/or the department. Prepare and send invoices to outside sources. Prepare payment to members outside of Mayo Clinic.
- Work independently while performing a variety of tasks simultaneously.

Marketing Specialist/Administrative Assistant

Yaggy Colby Associates - Rochester, MN - 1998-09 - 2008-08

Provide marketing and administrative support to 162-person multidisciplinary firm.

Began in 1998 as an Administrative Assistant and backup Receptionist in the Architectural department. Promoted in 2000 to the Engineering department, which consisted of a much larger area with a wide range of difficult tasks. In 2002, I was promoted to the Marketing department as a Marketing Specialist, where I remained until I began work at Mayo Clinic. Due to the knowledge about the firm and length of time I spent there, I was able to fulfill any administrative task for backup or as needed, therefore a great asset to the firm.

- Prepare proposals, presentations, and marketing information.
- Prepare correspondence, meeting minutes, bid tabulations, cost estimates, forms, contracts, specifications, and filing.
- Plan and organize company functions.
- Prepare brochures and marketing materials for trade shows. Set up, attend, take down materials at trade shows.
- Prepare monthly publication.

- Help maintain database using ACT and Excel.
 - Organize and keep filing up to date.
 - Order marketing supplies and monitor/analyze budgets on a monthly basis.
 - Assist Human Resource Manager with reviewing resumes for hire, data entry, sorting and filing job applicants, preparing reimbursement checks, creating user friendly forms, and orientation and training for personnel staff.
 - Answer and screen received telephone calls.
 - Sort and distribute mail.
 - Representing the company in a professional and businesslike manner.
- Received award for Administrative Employee in 2002 and 2007.

EDUCATION

A.A.S. in Healthcare information Technology

National American University-Rochester - Rochester, MN
2017-06 - 2019-05

Certificate in Medical Secretary

Rochester Community and Technical College - Rochester, MN
1998-06

SKILLS

Skills Excellent Organizational Skills Telephone Answering, 12-Line System Strong Customer Relations Skills Word Processing and Typing: 80 wpm Computer Proficiency 10-Key Calculator: >10,000 kpm Data Entry Facsimile Dictaphone Typewriter Endnote Graphics Computer: Outlook, Concur, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Visio, Adobe Illustrator, Adobe PageMaker, Adobe Photoshop, FlowCharter - iGrafx, ACT!, Business Objects, Contribute, Apogee, WordPress.

AWARDS

Administrative Employee

2002

Administrative Employee

2007