

Laura E

3901 Blackwood Ln, Johnstown CO 80534
970-371-6036 laurae.916@gmail.com

I am a forward-thinking administrative professional with over four years' experience as an office manager. My background includes managing an office for the largest, independently owned, primary care practice in Fort Collins. This has led to a fundamental ability to communicate with multiple personnel of all disciplines and levels, including executive-level staff and owners. I aim to provide the highest level of support to everyone, always.

Skills and Knowledge

- Professional communication skills across departments and outside organizations
- Evaluate workflow efficiencies
- Prioritize tasks and effectively manage time
- Develop and maintain vital relationships with specialists and hospitals
- Marketing and branding experience
- Conduct individual and/or group meetings and presentations
- Medical office management
- Electronic Medical Records super-user
- Managing the balance of duty to patients and duty to business
- Building and managing provider schedules

Professional Experience

Vertiv | Fort Collins, CO
Office Manager (2018 - present)

Manage daily operations for an Industrial Tech company, software and offering division. General duties include: answering the phone, stocking supplies, scheduling meetings, creating programs, arranging travel, purchasing office supplies, reconciling purchases, vendor correspondence; assist in processing sales orders; assist in processing purchasing orders; assist in building and editing presentations

Associates in Family Medicine | Fort Collins, CO
Front Office Receptionist (2012-2013); Front Office Supervisor (2013-2014); Office Manager (2014-2018)

Manage daily operations for a primary care clinic consisting of four (4) providers, and a total of 18 staff members, as part of a larger organization consisting of 320 employees. Daily maintenance of provider clinic schedules and general work schedules required consistent communication with various individuals; resolved concerns and complaints from employees, providers, and patients in a timely and professional manner; networking with specialists and hospitals to maintain close relationships and troubleshoot gaps in care; quickly promoted due to strong work performance, interpersonal skills, and a desire to help facilitate company growth; participation in various company organizations including: PCMH, Wellness Program, Marketing/Strategies and Communications

Westside Carwash and Convenience | Greeley, CO
Cashier (2008 - 2010); Manager (2010-2012)

Daily management of product, inclusive of: product ordering, invoicing, and account management; coordination with key vendors to maintain inventory and maximize profitability; attended events and tradeshow for networking and product awareness.

References available upon request