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| **Administrative Assistant III** |
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Yes |  | | **Duties** •Assisted the President /CEO and Senior Team with calendar scheduling, conferences, expense reporting and travel arrangements •Effectively managed emails, phone calls and active calendar for President, as well as keeping information flowing of important commitments and responsibilities •Researched, prioritized and followed up on incoming issues and concerns addressed to the leader, as well as determining appropriate course of action •Served on the Executive Team, taking meeting minutes and handling of confidential information •Effectively arranged Executive Meetings, All Employee meetings, offsite quarterly meetings in obtaining venue, catering and setup   **Reason for Leaving** Downturn in the market led to reductions in force. | | | |  | | | | **Administrative** 2/2011 - 12/2013   Curtis Administrative Services - Self Employed Denver, Colorado | Hours worked per week: 40 Monthly Salary: $0.00 Name of Supervisor: Self  May we contact this employer? Yes |  | | **Duties** Various administrative projects.   **Reason for Leaving** Performed various administrative tasks part time while taking care of family. To obtain a position with benefits and further my career. | | | |  | | | | **Executive Assistant** 10/2007 - 2/2011   Band Wagon Medical Center 4482 Wheel Ave. Steamboat Springs, Colorado 80477 | Hours worked per week: 40 Monthly Salary: $0.00 Name of Supervisor: Tony Hunter - HR Director May we contact this employer? Yes |  | | **Duties** • Directed all administrative and project supported efforts for Administration  • Served as Designated Election Official for Board Member elections; working closely with city, county and local office personnel in arranging public elections • Managed hospital licensure renewals, and maintained all hospital policies and procedures • Assisted Board Members with travel arrangements, conference registrations and seminars •Effectively prepared Board meeting materials, minute taking and caterings •Reviewed vendor contracts for discrepancies, which resulted in a savings of over $30,000 returned to the hospital •Prepared/edited correspondence and expense reports, prepared annual hospital statistical reports and reimbursement payer mix graphs •This position required extensive experience and astute judgment to plan and accomplish goals independently, as well as the ability to handle multiple projects simultaneously and work with numerous hospital personnel, community members and Board of Directors  **Reason for Leaving** Due to high altitude and health issues. | | | |  | | | | **Executive Assistant** 5/2005 - 6/2006   Sky General Hospital 8300 Wadsworth Ave. Denver, CO 80222 | Hours worked per week: 40 Monthly Salary: $0.00 Name of Supervisor: Fred Atwell - CEO  May we contact this employer? Yes |  | | **Duties** •Supported CEO and Senior Team by arranging extensive travel, preparing expense reports and compiling data from monthly reports to prepare presentations to executive management •Effectively managed hospital contracts, surveys, and policies/procedures by implementing an electronic database and working closely with Corporate Legal Department •Served as point of contact for executive team and arranged offsite dinners, receptions, executive meetings and Board meetings •Managed Administration budget working closely with accounts payable/receivable  **Reason for Leaving** Husband lost his job. | | | |  | | | | **Executive Assistant** 7/2000 - 5/2005   Travers Systems 1888 Quebec Lane Parker, Colorado 80134 | Hours worked per week: 40 Monthly Salary: $0.00 Name of Supervisor: Jerry Travers - CEO and President  May we contact this employer? Yes |  | | **Duties** •Provided support to the President and directed all administrative and project coordination supported efforts  •Prepared and edited correspondence, arranged offsite meetings, prepared travel arrangements (domestic and international), prepared Board meeting materials and tracked quarterly goals •Established corporate contract with corporate travel agency and negotiated corporate rates with hotels, car rental agencies and airlines •Managed all employee corporate stock options, vendor contracts, employee recognition awards, purchasing of supplies and equipment, and arranged company special events •Proactively served as Facility Manager during facility relocation working closely with contractors on designing interior build-out, coordination of office moves, and negotiated facility lease agreement •Developed and recommended administrative operating plans for vendor repairs (HVAC and electrical), and coordinated installation upgrades and other modifications  **Reason for Leaving** Job opportunity in Denver. | | | |  | | | | |  |  | | --- | --- | | **Certificates and Licenses** |  | | | | |  | | | | Type: Certified Notary Public |  |  | | Number: 1234567890 | |  | | Issued by: State of Colorado | |  | | Date Issued: 6 /2014    Date Expires: 7 /2018 | |  | |  | | | | |  |  | | --- | --- | | **Skills** |  | | | | | Office Skills |  |  | | |  |  | | --- | --- | | Typing: | 80 | | Data Entry: | 0 | | | | |  | | | | Other Skills | | | |  | | | | Proficient Word, Outlook, Power Point, Excel Expert - 15 years and 0 months |  |  | | |  |  | | --- | --- | | **Additional Information** |  | | | | | Additional Information |  |  | | Over 10+ years' experience in an upper level support position supporting senior level leaders. Highly focused and results-oriented in supporting deadline driven operations, excellent customer service skills, setting goals, multi-tasking and resolving complex issues. Professional, great sense of humor, team player and adept in anticipating senior leaders needs. | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | **Supplemental Questions** |  | | | | | | **1.** | Q: | Please describe your work experience using Microsoft Office (e.g., Word, Excel, Access, PowerPoint), SAP, SharePoint, Gmail, and any other software program. Be sure to include your proficiency in each software program, how often you use each one, and the types of functions you complete in each software program. Please be very specific and detailed in your response. |  | |  | A: | Expert using Microsoft Work, Outlook and Power point. Advanced skill using Excel. Microsoft Word and Outlook were used daily to compose correspondence, schedule appointments, track projects and notifications of tasks. Excel was used for spreadsheets. |  | |  | | | | | **2.** | Q: | Please describe your work experience in creating memos and correspondence. Include what types of correspondence you have created and for what purpose. |  | |  | A: | Correspondence to external customers, as well as employees. Various correspondence i.e. performance actions, letters of instruction, contract correspondence, proposals etc. |  | |  | | | | | **3.** | Q: | Please describe your work experience in using spreadsheets to track information. Include what type of information you tracked, how often, and what methods you used to track. |  | |  | A: | Spreadsheets to track company contracts with alerts for renewals, follow up tasks, etc. In a couple of my positions that was about 80% of my job and was used daily. |  | |  | | | | | **4.** | Q: | Please describe your work experience in providing excellent customer service to both internal and external customers. |  | |  | A: | In each of my positions I was the point of contact for the Administration office. Excellent customer service skills were essential for my position. Some customers/employees concerns were escalated by the time they reached Administration, so I was gatekeeper in handling these situations and assisting their requests. |  | |