

Administrative Assistant III

Contact Information

Name: Ginger Rogers Address: 439 Swing Time Road
Denver, Colorado 80222
Home Phone: (123) 456-7890 Alternate Phone:
Email: BackwardInHeels@gmail.com Notification Preference: Email
Former Last Name: Month and Day of Birth: 07/16

Personal Information

Driver's License: Yes
Can you, after employment, submit proof of your legal right to work in the United States? Yes
What is your highest level of education? Some College

Preferences

Preferred Salary: \$52,000.00 per year
Are you willing to relocate? Yes
Types of positions you will accept: Regular
Types of work you will accept: Full Time
Types of shifts you will accept: Day , Evening

Objective

To obtain a position that would benefit from my knowledge and years of experience, as well as contributing to the organization in meeting their successes and goals.

Education

College
Community College of Aurora
8/1997 - 5/1998
Aurora, Colorado
Did you graduate: No
College Major/Minor: Paralegal
Degree Received: No Degree

Work Experience

Executive Assistant
1/2014 - 3/2015
Hours worked per week: 40
Monthly Salary: \$4,500.00
of Employees Supervised: 0
Name of Supervisor: Ted Hanover -
President and CEO
May we contact this employer? Yes
Holiday Inn
499 Hoover Drive
Denver, Colorado 80222

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

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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 Word, 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.