

Client Information

Summary of Qualifications

My background as an Executive Assistant has provided the foundation for my transition into Medical Office Administration. The skills I developed running professional businesses included scheduling, light bookkeeping and database management. Newly trained and certified as a Medical Office Administrator, I leverage my experience with industry-specific knowledge to provide seamless management for medical facilities or private offices.

Professional Experience

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|--|-------------|
| Company Name | 2008 – 2009 |
| Marketing Assistant to VP of Business Development | |
| <ul style="list-style-type: none">• Collaborated in development and implementation of branding and new business• Researched online to determine user needs and product enhancements• Event Coordinator | |
| Simon & Schuster (Atria Books)
(summer intern) | 2005 |
| <ul style="list-style-type: none">• Helped launch Atria Books en Espanol• Managed scheduling calendar and personal appearances for Senior Editor• Translated business communications from English to Spanish• Performed research to develop new Latino market penetration• Handled administrative office work, such as screening phone calls | |
| Michel & Michel, LLP | 2003 – 2005 |
| Executive Assistant | |
| <ul style="list-style-type: none">• Managed upgrade from manual to software bookkeeping system• Assisted with filing tax returns• Managed Accounts Receivable and Accounts Payable | |
| Manhattan Community College | 2001 – 2003 |
| Executive Assistant | |
| <ul style="list-style-type: none">• Managed grading database system• Handled department correspondence | |

Software

MS Office Suite (expert level in Word), QuickBooks

Education

Baruch College (CUNY)

Courses in Education (3 credits short of a B.A.) Dean's List