An experienced Administrative Specialist, highly motivated, talented, and excited upcoming professional eager to apply learned classroom concepts to real world scenarios. An experienced, well-rounded team member with over 20 years demonstrating innovative thinking and precision application to reach organizational goals. Broad academic knowledge base primed for continued growth and development.

Education and Certifications:

Information Systems, Networking Administration and Support Certified, 2000

Information Systems, Software Applications Certified, 2000

Technical Skills

Windows XP/7/8/10

Microsoft Office Suite/O365

Cisco Phones

Kronos TimeKeeping System

Fax, Copiers, Printers, Label/Armband Makers

Professional Experience

Wayne Community College, Goldsboro, NC 1998-2002

Student, Information Systems

• Data Communications/Networking with Advanced Word/Information Processing

• Network Systems Manager I & Network Management I

• Hardware Install/Maintaince

• Database Concepts & Apps

Liberty University, Lynchburg VM: 2017

Online Student, Information Systems

• Studying network and server infrastructures in physical/virtual environments;

Cherry Hospital, Goldsboro NC: Jan 2017 – Jan 2024

Administrative Specialist I, Screening & Admissions Unit

• Obtain patient information from emergency departments, jails, inpatient hospitals

• Verify all patient legal documents upon admission to the hospital

* Notarized Affidavits for Petitioning patients and other legal documents within the hospital

• Able to work under pressure, in stressful conditions and under urgent deadlines

• Assists with office equipment including 5 workstations, printer/copier, IDMX, and 2 fax machines

Maintains positive working relationship with both internal and external staff and patients.

• Maintains data reports for admissions, discharges, movement of patients and leave of absences

Wayne Memorial Hospital, Goldsboro NC: Mar 2013-Jan 2017

Emergency Department Unit Secretary

* Managed over 75+ patients a day keeping charts, admittance/discharge

• Sent patients to Xray, CT, US, & MRI in a timely manner

• Maintained EKG data in MediTech/Epic system, radiology reports, and admission documentation

• Kept working relationships with different hospitals for patient transfers

• Efficiently communicated with doctors, hospitalists, customers and patients

• Crisis Prevention Institution (CPI) certified

• Verified medical records were accurate and organized

• Responsible for all faxes, printers, computers & label machines on 5 separate nurse stations

• Assisted in transportation of patients

Case Farms Processing, Inc., Goldsboro NC: Mar 2006-Jun 2011

Accounting Production Assistant

• Maintained Par Fry Office; worked closely with production supervisors for accurate information

• Collected, prepared and organized production reports for upper management

• USDA record keeping for production tracking

• Knowledge of Computerway Food System (CFS) used for inventory control

Family Psychiatric Clinic, Goldsboro NC: Mar 2003 - Mar 2006

Office Manager

• Maintained all office equipment, computers, faxes, copy machines

• Managed over 1300 patients and their charts; organized reports for doctors and lawyers per incoming patient appointments

• Prepared monthly billing statements for all patients

• Scheduled office visits, hospital stays and called in prescriptions;

HIPPA knowledgeable

Family Daycare Center: Goldsboro, NC: Jan 2012

• Implemented IntelliTrak System in Seymour Johnson Air Force Base Family Day Care for better organization and easy access to resources for services provided by home daycares on base and received a Letter of Recommendation from Family Daycare Center.