

Skills & Attributes:

- Extensive background in administration and office management
- Exceptional organizational, analytical and motivational skills
- Database design, development, implementation and administration
- Inventory control/resource management
- A critical thinker who is focused, creative and flexible
- Patient and detailed coaching style; strives to create an empowering team atmosphere
- Self-motivated, confident and energetic
- Dependable, personable, professional in appearance and manner
- Ability to handle stress and overcome obstacles
- Competent; take pride in doing a job well and achieving results

Career Experience:

<i>Certified Biofeedback Technician</i>	<i>WaterStone, Inc.</i>	<i>CO</i>	<i>2010-Present</i>
<i>Office Administrator</i>	<i>Master Concepts, Inc</i>	<i>CO</i>	<i>2009-Present</i>
<i>Chief Administrative Officer</i>	<i>MoneyMax Financial Solutions, Inc</i>	<i>CO</i>	<i>1998-2008</i>
<i>Office Manager</i>	<i>Neiel D Baronberg, MD</i>	<i>CO</i>	<i>1997-1998</i>
<i>Administrative Supervisor</i>	<i>Semitool, Inc</i>	<i>MT</i>	<i>1995-1997</i>
<i>Office Manager</i>	<i>Gabriel Perjessy, DDS</i>	<i>MT</i>	<i>1991-1995</i>
<i>Office Manager/Billing</i>	<i>Haley Chiropractic</i>	<i>WA</i>	<i>1991-1994</i>

Areas of Responsibility:

As a Certified Biofeedback Technician, I pursue my passion for health and wellness by offering quantum biofeedback and education to those seeking a healthier life.

As Chief Administrative Officer/Office Administrator, my primary responsibility has been to focus on formulating policy and strategic planning, including management all aspects of company polices & initiatives to achieve the company's objectives to improve performance and encourage professionalism at every level within the organization. My duties include consulting with other executives, staff and board members, negotiating and approving contracts and agreements, and interviewing, hiring and supervision of lower level managers. Additionally, I am responsible for analyzing the financial affairs of the company. I am also involved in establishing good customer, vendor and employee relations.

As an Office Manager for the three medical offices, I scheduled patient appointments and surgeries; other duties include, bookkeeping, file management, payroll, bank deposits and account reconciliation; additionally, I oversaw data entry, inventory, and purchasing. I was responsible for interviewing and hiring of office staff. I converted one office from manual ledger system to a computer-based system.

As Administrative Supervisor, I was responsible for supervision and coordination of the activities of Customer Service administrative personnel. Analyzed & implemented office operations & procedures. Evaluated office production and revised procedures to improve efficiency. Responsible for interviewing, training, evaluating and disciplinary action of administrative group. I trained and supervised 30 customer service reps, scheduled field techs for warranty work, including travel arrangements; I compiled department reports and set up a database to track the tools in service for warranty work which saved the company many thousands of dollars.