



Khadeshia Beam

Creative Visionary, Administrative Coordinator

About Me

I am Khadeshia. A multi-talented person who always leaves room for miracles! Having expansive work and life experience gives me a well-rounded and approachable presence. I am an innovative, integrity driven, resourceful, resilient Creative Visionary and Administrative Coordinator with a “Can Do, Positive Attitude”, bringing forth 8 years of entrepreneurial experience overseeing daily business operations, orchestrating events and improving overall business functions for service based, B2B and product-based businesses. Discerning decision maker and exceptional relationship builder. Versatile professional with 17 years of customer service and administrative office experience in Healthcare, Hospitality, Human Resources and Social Work (youth, developmentally disabled). Highly adept at processing data, reporting and conducting appropriate follow through on projects and tasks, while maintaining confidentiality of all information. Strong analytical and organizational skills; Accustomed to working extremely well with varied cultures and backgrounds; Proven ability to work well under pressure and pay close attention to detail

Experience

Health and Wellness Business Owner, Writer

- Akoma Bloom Wellness, Atlanta, GA** December 2016- Present
- Manage all aspects of business including operations, sales, marketing, social media, events, online store services and products, recruiting and staffing
 - Develop and facilitate wellness programs for individuals, businesses and schools
 - Teach positive coping mechanisms such as meditation, yoga and breathwork to all ages
 - Obtain and renew all mandatory business certifications and insurance
 - Mentor new entrepreneurs, equip them with funding and business resources
 - Research and obtain business funding through fundraising, grants and business loans
 - Self-Publish books, plan and host book signings along with mindful poetry readings

Medical Administrative Assistant

- Emory University Hospital, Atlanta, GA** June 2014- March 2016
- Manage 2-4 cardiologist clinic schedules and calendars based on staffing
 - Supervise administrative staff during office manager’s time off
 - Create letters and forms for patients to receive insurance approvals/referrals
 - Receive and diagnose a high level of incoming calls
 - Provide impeccable administrative support to the cardiology department
 - Schedule various test, procedures, specialist visits, and follow up appointments
 - Obtain and or send medical records via portal, mail, fax in compliance with HIPAA
 - Act as liaison between physicians and health plan administrators
 - Miscellaneous administrative task (billing, event planning, staff training)

Human Resources Assistant , Patient Care Coordinator

Northside Hospital, Atlanta, GA October 2012- May 2014

- Create new hire packets and make employee badges
- Organize and update employee files
- Explain employee benefits and medical coverage
- Provide online benefit and payroll resources
- Receive and diagnose a high level of incoming calls

Patient Care Coordinator Cancer Treatment Center

- Schedule office visits, procedures, and specialist appointments
- Retrieve and review potential new patient medical charts
- Manage physician clinic schedules and calendars
- Verify insurance coverage, deductible and copay for patients
- Check patients in/out, collect copays and complete end of the day deposits
- Type letters; scan physician correspondence, scripts and orders
- Transcribe physician dictations

☎ 404-919-5999

✉ KHADESHIA@GMAIL.COM

SKILLS

Leadership, business development and operations

Administrative process and procedures

Customer Service

Active Listening

Verbal and written communication

Microsoft office tools, data entry

Healthy relationship building

Problem Solving

Event planning and hosting

Teaching, training, mentoring

Creative Strategizing

Emotional Intelligence

Empathy compassion, patience and positivity

Conflict Resolution

Multi-tasking

Research

Content Creation, blogging, vlogging

Social Media, marketing and basic web design

Mindfulness, meditation, breathwork, yoga

Certifications

Yoga Alliance Certified

Yoga and Meditation Teacher

Holistic Prenatal Yoga Teacher

Reiki Level 1

Therapeutic Crisis Intervention

Education

High School Diploma

Clara Barton HS, Brooklyn, New York 1999



Khadeshia Beam

Creative Visionary, Administrative Coordinator

Additional Work Experience

Human Resources Assistant, Sales Coordinator

Hilton Hotels Corporation, Atlanta GA August 2007- September 2012

- Assist employees with completing new hire forms
- Organize and assemble training and new hire packets
- Conduct employee reference checks
- Submit background check and drug test forms for pre-employment screening
- Receive and diagnose a high level of incoming calls
- Greet incoming visitors and direct them to appropriate personnel or department
- Utilize PeopleSoft to update employee demographics
- Assist with planning special events for employee birthdays and recognition

Sales Coordinator and Administrative Assistant

- Provide weekly and quarterly hotel occupancy forecast for the sales team
- Enter group rooming list reservations into OnQR&I
- Block(hold) rooms for companies, groups and individuals attending trade shows, concerts, weddings and conventions in Atlanta
- Create and organize client booking files
- Attend weekly sales meetings and keep meeting minutes
- Assist customers with selecting local attractions and onsite dining
- Create staff schedules, delegate clerical task to front office staff to ensure guest are assigned to correct rooms with their group
- Check customers in and out of hotel, collect payment for hotel stay and services, process and complete daily deposits as needed when short staffed
- Address customer complaints with urgency; provide resolution and or service recovery
- Review customer service reports and discuss ways to maintain good reviews

Host, Poet, Television, Film, Modeling

Various Events and Projects, Atlanta GA June 2007 - Present

Event Host, Spoken Word Artist 2022

- **Host, Poetry Scout, Spoken Word Artist** for Poetry Night at Wellness Vibes and A Writer's Love Story Poetry Night at The Gathering Spot, Atlanta Recruited talent and poets for both events, kept guest uplifted, engaged
- **Parts Model 2022-** Village Gemz Jewelry- Modeled various hand ear jewelry for website yourvillagegemz.com
- **Stagehand** for Coldplay Concert 2022 Crew One Entertainment- Stagehand for Coldplay Concert at State Farm Arena, assisted in setting up lights for the stage along with speakers
- **PA Exist Film 2022** - Acted as the liaison between the director and department heads, cooperatively worked with cast members in order to get them where they needed to be when filming began
- **Extra Work-** 2007-2020 Tyler Perry various shows/films, Bobby Huntly Films various films
- **Hair and Print Modeling** 2008-2012 Bronner Brothers, Featured Black Hair Sophisticate

Case Aide

SCO Family Services

August 2003- April 2005

- Manage a caseload of 20 clients (teenage mothers and their babies)
- Construct weekly and monthly progress reports reflecting growth and barriers
- Provide parenting, childcare, education and housing resources based on goals
- Attend mandatory court hearings to advocate for clients
- Update and create client files in compliance with HIPAA
- Arrange meetings with the director and program lead to give client updates

☎ 404-919-5999

✉ KHADESHIA@GMAIL.COM

Atlanta, Georgia

Volunteer Experience 2015-Present

Akom Bloom Wellness
Outdoor and Online Community Yoga Guide

Dekalb County Schools
Volunteer Mindfulness and Yoga Teacher

Urban Perform
Volunteer Yoga Teacher

Chop Art
Volunteer Poetry Teacher

Additional Skills

Commercial, parts, lifestyle, fitness, beauty modeling

Acting

Spoken Word Poetry

Voice Artist

Conceptualizing

References furnished upon request