

# Jennifer Jobseeker

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## ADMINISTRATIVE PROFESSIONAL

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### OBJECTIVE

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To obtain a responsible position within an established organization that values loyalty and hard work; and where I can utilize and enhance my knowledge and talent for the development of both the organization and myself.

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### HIGHLIGHTS

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- ❖ Administrative professional whose honesty and integrity provide for effective business relationships
  - ❖ Highly adaptable, positive and resilient performer
  - ❖ Dependable, responsible contributor committed to excellence and success
  - ❖ Flexible team player who effectively prioritizes and juggles multiple concurrent projects
  - ❖ Loyal and dedicated professional with solid work ethic
  - ❖ Energetic performer consistently cited for work passion, sunny disposition, and upbeat, positive attitude
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### PROFESSIONAL EXPERIENCE

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#### McClellan Diabetes Care & Outpatient Nutrition Services

##### *Program Assistant*

*Schenectady, NY  
April 2016 – Present*

- Provides support to manager and clinical support staff
- Performs day-to-day operations for the department
- Responsible for scheduling patient appointments
- Provides written communication to patients and physicians
- Responsible for charge entry for patient billing
- Assists in quarterly data collection for American Diabetes Association
- Communicates and assists with diabetes support group and diabetes prevention programs
- Reserves conference rooms for diabetes education programs
- Coordination with vendor services, special items ordering; medical and office supplies

#### Albany County Hospice

##### *Department Secretary*

*Albany, NY  
2015 –2016*

- Provided support to administrative liaison and hospice staff
- Managed conference room calendar /scheduler
- Responsible for travel expense & reimbursement report
- Assisted with pharmacy/medication delivery process
- Maintained daily admissions report
- Updated, printed and distributed current census
- Maintained and updated evening/weekend on-call schedules
- Answered phones for receptionist during lunch hour and breaks
- Served as back-up for administrative liaison and other staff members during paid leave

#### Albany Memorial Diabetes Center

##### *Program Assistant*

*Albany, NY  
2014-2015*

- Provides support to manager and clinical support staff
- Performs day-to-day operations for the department
- Responsible for scheduling patient appointments
- Provides written communication to patients and physicians
- Responsible for charge entry for patient billing
- Assists in quarterly data collection for American Diabetes Association

- Communicates and assists with diabetes support group and diabetes prevention programs
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**St. Mary's Cancer Center**

*Amsterdam, NY  
2013-2014*

***Medical Secretary & Patient Care Representative***

- Provided administrative support to director
- Served as first point of contact for patients entering the practice
- Performed front desk duties related to patient scheduling, check-in /check-out, co-pay collection
- Processed new patient referrals
- Pre-appointment management of new patient referrals
- Prepared office for next day appointments
- Maintained physician appointment calendars
- Oversaw the Look Good Feel Better Program
- Served as important link in communication chain between nursing, patients and families

**The Golub Corporation / Price Chopper Supermarkets**

*Schenectady, NY  
2008-2013*

***Administrative Assistant, Information Systems***

- Provided administrative support to Vice President and IS department members
- Answered the phone and greeted visitors
- Scheduled meetings on behalf of the VP
- Assisted in preparation of reports and other department materials
- Maintained office supply inventory
- Maintained department filing system
- Proctored pre-employment information technology exams
- Coordinated move/relocation to new corporate headquarters

**Amsterdam Memorial Hospital Foundation**

*Amsterdam, NY  
1996-2007*

***Administrative Assistant***

- Provided administrative support to executive director
- Assisted with event planning for annual fundraising events
- Managed grant requests, annual reports and appeals
- Processed and inputted donor donations
- Scheduled board meetings, prepared meeting materials in advance of meeting, recorded minutes
- Oversaw the Susan G. Komen Breast Cancer mammography grant program
- Assisted hospital auxiliary with annual fundraising events
- Recruited, trained and supervised volunteers for projects and events

**EDUCATION**

***Administrative Assistant & Secretarial Science Degree***

**Associate of Applied Science (AAS)**

Fulton-Montgomery Community College, Johnstown, NY

***Coursework***

**Business Administration Studies**

The College of St. Rose, Albany, NY

**Advanced Psychology**

SUNY Empire State College, Albany, NY