

Jennifer Jones

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ADMINISTRATIVE PROFESSIONAL

OBJECTIVE

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.

HIGHLIGHTS

- ❖ 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

St. Regis Diabetes Care & Nutrition Services

Program Assistant

Utica, NY

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

Community Hospice/Oneida County

Department Secretary

Oneida, 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 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

- Reserves conference rooms for diabetes education programs
- Coordination with vendor services, special items ordering; medical and office supplies

St. James Cancer Center

Medical Secretary & Patient Care Representative

***Troy, NY
2013-2014***

- 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 McCabe Corporation

Administrative Assistant

***Troy, NY
2008-2013***

- 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

Mercy Memorial Hospital Foundation

Administrative Assistant

***Colonie, NY
1996-2007***

- 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