Brittany Ascencio-Goldstein

PROFILE

I am a dedicated office worker with an eye for detail. I have worked a cumulative of 6 years and know various software. I frequently try to help my coworkers becoming a trainer for new personnel, and can run in detail reports.

CONTACT

❖ PHONE:
❖ 505-221-1919

❖ WEBSITE:
❖ https://brittanyascencio-goldstein.godaddysites.com/

❖ EMAIL:
brittany.a.ascencio@gmail.com

HOBBIES

- ❖ Foster and Volunteer for A Barking Chance Animal Rescue
- ❖ Hiking
- ❖ Organize fundraisers for various nonprofits
- ❖ Critiquing media

EDUCATION

- ❖ **University of New Mexico** Aug 2018- now
- ❖ **Central New Mexico Community College** Jan 2017-Dec 2018
- ❖ **Community College of the Air Force** Oct 2009-April 2012

WORK EXPERIENCE

❖ **Veteran Affairs Administrative Assistant** 05/2016 - 03/2017

Liaison for prospective employees.
Performed inventory and maintained stock.
Answered patients' calls and transferred when appropriate.
Scheduled meetings between Pulmonary director and others.

❖ **Veteran Affairs File Clerk** 10/2014-05/2016

Audit Choice/ Choice First programs
Scans paper medical documents into individual patient medical records and provide quality data entry
Works independently during after-hours shift with no on board direct supervision.
Coordinated with different departments to complete assigned tasks

❖ **Webb- Based Practice Management Scheduler** 11/2013 - 10/2014

Maintained electronic medical records
Disassembled medical record for proper disposition upon discharge
Maintained and organized a supply inventory using a computer software
Maintained and created schedules and calendar of meetings for supervisor and staff

❖ **United States Air Force Knowledge Operations Manager** 10/2009 - 04/2012

Supervise 109 offices and inspect for compliance in the records management program
Maintain records for 1400 people.
Prepare and review operational reports and schedules to ensure accuracy and efficiency.
Monitor regulatory activity to maintain compliance with records and document management laws.

SKILLS

Skill	Level
Microsoft Office	25%
Vista Systems	10%
Organizational Skills	30%
Communication Skills	25%
Independent	10%