

- Over 10 years of advanced administrative experience
- 65 WPM Typing Speed
- Excellent oral and written communication skills
- Excellent internet research skills
- Former FBI employment and security clearance
- Organized, detail oriented and responsible
- Able to work well independently as well as part of a team
- Advanced knowledge of both the Desktop and Mobile versions of Google Docs, Google Sheets, Microsoft Word and Microsoft Excel
- Advanced customer service, time management and prioritization skills
- Able to adapt quickly to changing work environments and situations.
- Able to handle multiple projects and supervisors simultaneously with patience and a clear head under pressure

PROFESSIONAL EXPERIENCE

Career Sabbatical, Denver, CO

October 2010-Present

- Started family and was the primary caregiver for my son until he began elementary school.
- Oversee family household.
- Maintain family budget as well as groceries and clothes inventories.
- Ensure that academic and sports requirements are completed.

10 til 2, Boulder, CO (Part Time Temp Agency)

Office Assistant, June 2010–October 2010

- Performed all office duties for a one-person psychiatrist's practice, including insurance billing, scheduling, conveying information about refill requests and processing new and existing patient payments, paperwork and inquiries.

St. Anthony Central Hospital, Denver, CO

Social Work Case Manager, February 2008-February 2009

- Created and facilitated discharge plans for patients leaving St. Anthony Central, a 230-bed, Level I Trauma Center.
- Utilized knowledge from multiple social work specializations to determine the resources and supports needed by patients and their families.
- Responded to all emergency Social Work requests and made reports to local agencies when appropriate.

Aurora Mental Health Center, Aurora, CO

Case Manager/Therapist, September 2005–January 2007

- Wrote proposal to request (and was awarded) a van for the Center's growing Vocational program.
- Maintained numerous databases that tracked case management services requested and received.
- Taught an orientation twice per month that gave consumers information about job etiquette, current openings, and how working may affect any benefits that they were currently receiving.

Sungate Children's Advocacy & Family Resource Center, Denver, CO

Office Manager, October 2001–June 2002

- Responsible for office management duties which consisted of scheduling forensic interviews, supervised visits, medical exams and meetings/conferences as well as screening calls and archiving publications and mailings.
- Managed the tracking of donations and attendees for special events and assisted with event set up.
- Monitored and replenished the Center's food, office and technological supplies.

Gensler, Denver, CO

Office Manager/Studio Coordinator, May 2000–September 2001

- Supervised employees in the word processing department.
- Directed office operations, administrative staffing and vendor relations for an 80-person architectural firm.

Federal Bureau of Investigation, Oakland, CA

Support Staff, Summer 1992, Summer 1995

- Assisted Special Agents and Investigative Analysts with word processing and mailroom tasks.
- Was entrusted with large sums of money while performing case-related inventory duties.
- Managed a multi-line computerized phone system and greeted walk-ins.

EDUCATION

- Master of Social Work, University of California, Los Angeles, 2003-2005
- Bachelor of Arts in Sociology, University of California, Los Angeles, 1994-1998