**[Administrative Assistant Human Resources](https://www.postjobfree.com/resume/ad02qu/administrative-assistant-ashland-va)**

**Location:**Ashland, VA

**Posted:**November 12, 2023

**Contact Info:**

cherokeendn70@yahoo.com

804-986-5262

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**Subject:**Response to your resume Administrative Assistant Human Resources

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**Resume:**

Angela tubar

Objecttve

Experience

Profile

Education

To secure a challenging and rewarding position where hard work & dedication will lead to a satistying career, new opportunities & advancements.

240 fre oks lone

Ashlord, vA •300s

June 24, 1996 to September 12006

Administrative Assistant

Provided administrative support to the Director of Plant Operations. Director of Security, Administration & Human Resources Departments. Scheduled and greeted sales personnel; answered telephones; purchased supplies; and performed data entry & billing. Documented patient data into computer system for the Quality Management Services department.

Generated work orders and planned maintenance service into PMPlus Computer system.

Henrico Doctors' Hospital

Maintained room schedules and set-ups for (3) hospital classrooms. Worked at the main switchboard of the hospital. Answering phones, talking on the 2-way radio to reach Security & maintenance personnel, and calling Codes when necessary.

Researched & resolved accounting and billing issues. Assisted in the Health Information Management department with filing of medical records.

Sorted and distributed all incoming and outgoing mail. Delegated work assignments to proper maintenance personnel and follow-up to make sure work assignments were completed. Diligent, detail-oriented Administrative Assistant knowledgeable of all office functions, with a solid background in the healthcare field. Excels in multi-tasking in a fast paced environment, completing projects within time constraints.

1991 - 1992

Excellent telephone, Customer service, and computer skills with proficiency in MS Word, Excel, Outlook and PowerPoint. 1988-1991

Graduate, Basic Study

Math and Accounting Classes

J. Sargeant Reynolds Community College

Henrico High School

ANGELA L.HUBAPD

120 Five Dks lane

Ashlar,

Objective

Experience

Education

Skills

References

300S

To secure a challenging position leading to a career which provides an Opportunity for increased responsibility and personal growth. 1996-1998

Purchasing Secretary

Responsible for separating, filing, and receiving all purchase orders. Greeting all vendors and visitors at the door.

1993-1996

HealthSouth Medical Center

Covering the switchboard everyday for breaks, lunches, and any absentees. Answering multi-line phone for purchasing department. Receiver/Scan Analyst

1989-1993

Teller/Cashier

Desired Salary $10.00/Hour

Food Plus IGA

Checking in vendors and processing invoices on Dell computer. Entering in all store data and price changes on TEC computer. Assisting customers with questions or problems and covering the office when needed.

Safeway Stores, Inc.

Richmond, VA

Upon request

1987-1991

Graduate, Basic Study

To oversee the front-end personnel, making sure that everyone was doing their job to the best of their ability.

Henrico High School

1991-1992 J. Sargeant Reynolds C.C.

General Studies

Richmond, VA

Responsible for office work which included: customer service, handling cashier pick-ups, issuing money orders, encoding checks and verifying them on the adding machine, handling eposits, running nightly reports, handling book work and training new cashiers.

Richmond, VA

Richmond, VÀ

Proven skills in leadership, organization, exercising good judgement, excellent oral and written communication skills: Experience in software products (ncluding Microsoft Office, Microsoft: Word, and some Excel) Richmond, VA

ANGELAn tuturd

Richod, Viginia 23327

Phone: (804) 986-5262

Email: Cherokeendn70a@yahoo.com

Objective: To secure a rewarding position that will lead to new opportunities & advancement. Expericnce: Background in the medical ficld. Telephone expertise. patient related customer service, and data entry. Proficiency in MS Word, Excel, Custom Point. ASIS-2, Connect Care, Athena, and Outlook.

8/2010

Present

-Answering between 100-150 phone calls from on and offsite offices and contracted answering service on a daily bases for 9 providers. Triaging emergency phone calls per protocol for nonclinical staff.

accounts.

nad, v)306

Bon Secours, Laburnum Medical Center, Patient Service Representative Richmond, VA

-Overhead paging proper staff for direct calls from outside vendors, such as pharmacies, nursing care facilities, hospitals, home health agencies, etc. following HIPPA regulations.

-Check in/out for patients; scheduling/rescheduling appointments, registering new patients, verifying demographics and insurance info, collecting copays and outstanding balances of patient 10/2006

-Closing of the office at close of business and ensuring patients have left the premises safely and doors are locked.

5/2010

-Process medical record requests, subpoenas and ensuring affidavits are notarized and sent out in a timely fashion along with scheduling requested meetings between office providers and attorneys offices and abiding by HIPPA regualtions. Health Management Corp., Administrative Assistant

Richmond, VA

-Ensuring parlicipant and physician demographic information were accurately updated and keyed into HRS along with other healthcare facilities in communication with.

-Serving as a resource for RN Stafl, trouble shoot systems problems/questions/letter kit history. Angela tubar

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