**[Administrative Assistant](https://www.postjobfree.com/resume/adp11v/administrative-assistant-framingham-ma)**

**Location:**Framingham, MA, 01702

**Posted:**November 25, 2023

**Contact Info:**

jacqueline.mature@yahoo.com

508-405-6261

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**Resume:**

J acqueline Z Mature-H ill

1630 Worcester Road apt # C 604 Framingham, MA 01702

Email: Jacqueline.mature@yahoo.com Cell: 508-405-6261

P rofessional Experience

Therapy Resources Management

Rehab Aide /Clerical Assistant

? Assisted in organizing, filing, printing, copying, shredding, faxing of

documents.

? Assisted with getting the patients from their room to the gym for their

exercise.

? Retrieved equipment like wheel chairs from storage room and other

equipment as needed.

? Kept therapist?s schedule updated.

? Checked for accuracy minutes the therapists were spending with the patients

for insurance purposes.

? Kept office area neat by loading forms, and necessary documents.

? Kept the gym well clean and disinfected for the therapists use with patients.

Boston Scientific Corporation

A dministrative Coordinator

? Managed all foreign t rade t ransactions for Medical Devices for the Oncology

department and other departments.

? Submitted a (CFG) Certificate of Foreign Government to the (FDA) Food and

D rugs Administrative to be authenticated.

? Submitted a (CFS) Certificate of Free Sale to the (IMB) I r ish Medicine Board

i n I reland to be authenticated.

? Ut ilized industrial office machine which makes copies, prints, scans, faxed

documents.

? Did business t ransactions with Federal Express and US Post Office.

E ducation

Colorado Technical University, Colorado Springs, Colorado

Took some courses like: Ethics, Business Math, and In t roduction to

M anagement.

Skills

? Knowledge of Computer Microsoft programs: Word, Excel, PowerPoint.

? Data Ent ry. 10-key skill

? Excellent detail oriented

? Bilingual (Spanish fluent verbal and wri t ten skills).