**[Administrative Assistant Data Entry](https://www.postjobfree.com/resume/ad2scn/administrative-assistant-cambridge-ma)**

**Location:**Cambridge, MA

**Posted:**January 15, 2024

**Contact Info:**

[kathleen.tobin89@gmail.com](mailto:kathleen.tobin89%40gmail.com?subject=Administrative%20Assistant%20Data%20Entry)

[617-959-8992](tel:+1-617-959-8992)

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**Resume:**

Kathleen Tobin

20 Arthur G Pernokas Dr, Woburn, MA, 018013263

Email: kathleen.tobin89@gmail.com

Phone: 617-959-8992

SUMMARY

I have worked in different occupations and professions, diversifying my skills and knowledge. These include being the Administrative Assistant for Financial Advisors and the VP, working as a CNA (Nurse) and bartending in the service industry (corporate and private). I started working for the YMCA in high school and many jobs including front desk, administrative assistant for the HR director and president, and payroll. These opportunities helped to immensely hone my customer service, multitasking, organization, problem solving, and computer program skills. As well as gave me knowledge on investment/insurance policies and proper office environment etiquette.

EXPERIENCE

BARTENDERS

Liberty 75

Hampshire House Corporation

July 2021 - February 2022

Daily bar setup ensuring stock of liquor and fruit at start and end of shift.

The bar was kept clean and organized.

Satisfactory wait times for guests’ drinks for 10 bar seats and all indoor tables.

Worked busy weekend night shifts and brunch which improved my multitasking skills and speed of completing tasks correctly.

Surfpoint 360

June 2020 - May 2021

Main bartender for the pool/restaurant bar which includes set up and inventory management.

Ensured guest satisfaction for quality and wait times.

Good organizational skills which allowed for a high-volume bar in a small working area.

Developed systems promoting a team environment that worked for all employees.

Worked closely with managers and the upstairs bar to create the best possible experience for the guests of the hotel and restaurant.

EXECUTIVE SECRETARIES AND EXECUTIVE ADMINISTRATIVE ASSISTANTS

Integrated Financial Partners

December 2016 - July 2017

Maintained calendars for two of the company's Financial Advisors and the company's Vice President

Processed Policies

oLife Insurance

oLong Term Care Insurance

oInvestments

All client contact and scheduling went through me to the advisors. This allowed me to develop a good relationship with all the clients and keep honing my customer service skills.

DATA ENTRY

FIVE Star Quality Care

September 2012 – February 2014

Maintained 70 WPM with 99% grammar accuracy.

Application Forms

Insurance Forms

HIPAA compliant

NURSING

Winchester Hospital

June 2010 – September 2012

CNA

Provided for activities of daily living by assisting with serving meals, feeding patients as necessary and ambulating, turning, and positioning patients; and providing fresh water and nourishment between meals.

Provided adjunct care by administering non-sterile dressings, surgical preps, ice packs, heat treatments, and applying restraints.

Maintained patient stability by checking vital signs and weight, testing urine and recording intake and output information.

Provided patients comfort by utilizing resources and materials; transporting patients; answering patients’ call lights and requests; and reporting observations of the patient to nursing supervisor.

Documented actions by completing forms, reports, logs, and records.

Adhered to professional standards, hospital policies and procedures; federal, state, and local requirements.

EDUCATION & CERTIFICATIONS

EDUCATION

Salem State

Bachelor’s degree

September 2007 - November 2011

Nursing

CERTIFICATIONS

Massachusetts TIPS

June 2021

Massachusetts

SKILLS

JOB SKILLS

Analyze Recipes

Carry Dirty Dishes, Wash & Set Tables, Assist Waiter/Waitress

Maintaining Medical Records & Equipment

Mix & Serve Alcoholic & Nonalcoholic Drinks

Organize & Work with Detailed Office or Warehouse Records

Organizing Legal Information & Records

Perform Secretarial Duties

Performing Financial Functions

Prepare Bill/Check in Restaurant

Process/Prepare Business/Government Forms

Providing Patient Services

Recognize Customer Intoxication in Restaurant, Bar or Other Recreational Setting

Schedule Restaurant Reservations

Set Up/Clear Dining Areas

Transcribe Handwritten Information as Part of Administrative Support

Understand Government Health, Hotel & Food Service Regulations

Balance Cash Register

Maintaining Equipment & Supplies

Managing Records & Files

Mix Drinks

Organize Office Processes

Perform Misc. Management Support

Perform Typing or Data Entry for Extended Time Periods

Plan/Schedule Hotel, Bar or Restaurant Maintenance

Preparing Client Documents

Processing Medical Records

Receive Payments & Make Change

Schedule Appointments

Serve Food & Beverages in Restaurant or Bar

Supervising Personnel

Understand Government Alcoholic Beverage Service Regulations

Use Cash Registers

COMPUTER SKILLS

Use Accounting Software (e.g., Peachtree, QuickBooks)

Use Data Entry Terminal (e.g., SVT, Mainframe Computer)

Use E-Mail Software (e.g., Outlook)

Use Peripheral Devices (e.g., Scanners, Printers, Tape Drives)

Use Presentation Software (e.g., PowerPoint)

Use Word Processing Software (e.g., Word Perfect, Microsoft Word)

Use Apple/MacIntosh Computers

Use Database Software (e.g., Oracle, Access)

Use Internet Browser (e.g., Netscape, Internet Explorer)

Use Personal Computers

Use Spreadsheet Software (e.g., Lotus, Excel)

DRIVER'S LICENSE

Regular (Class D)