**[Administrative Support Assistant](https://www.postjobfree.com/resume/ad1fr8/administrative-support-union-city-nj)**

**Location:**Union City, NJ

**Posted:**November 25, 2023

**Contact Info:**

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**Resume:**

NAYASHA MARTINEZ

Garfield, NJ 07026 203-470-8298 nayasham@icloud.com

Seeking a position where I can meet the challenges of a demanding work environment, where my strong organizational skills will contribute to the companies success. Handles task with efficiency and accuracy as well as a responsible and diligent employee.

Policy Feature Explanations

Service-Oriented

Critical Thinking

Form Completion and Submission

Administrative Functions

Bi-lingual in Spanish and English

Exceptional ability to prioritize work to meet

goals and objectives within acceptable time

frame.

Intake Coordinator, 03/2023 - Current

Committed Home Care – Suffern, NY

Completed intake assessment forms and filed clients' charts. Answered phone calls and provided new clients with required paperwork to initiate service. Collected, verified, recorded and processed client demographics, insurance payments, and referral information.

Communicated with referral sources, physicians, and associated staff to check documentation for proper signatures.

Administrative Support Assistant (CYS) NF-0303-02, 07/2022 - 02/2023 Stony Child Development Center – West Point, NY

In a developmental capacity, receives training and close supervision in the performance of duties and responsibilities as set forth in the position guide for the CYS Administrative Support Assistant, NF-0303-03. PD #22669.

Gradually assumes more responsibility and learns to perform the full scope of the duties required of the position. Completes a prescribed agenda of formal/informal classroom and on-the-job training and self-development as set forth in the individual Training Development Plan. Executed record filing system to improve document organization and management. Restocked supplies and submitted purchase orders to maintain stock levels. Case Manager, 05/2022 - 07/2022

PROFESSIONAL SUMMARY

SKILLS

WORK HISTORY

Choice Of NY

Partnered with physicians, social workers, activity therapists, nutritionists, and case managers to develop and implement individualized care plans and documented patient interactions and interventions in electronic charting systems.

Identified care needs of individual patients and coordinated responses based on physician advice, insurance limitations, and procedural costs.

Monitored clients' progress and tracked client services to provide crisis interventions. Developed and implemented comprehensive case management plans to address client needs and goals. Quality Insurance, 09/2019 - 05/2022

Fedex – Montogmery, NY

Repack damaged packages and complete damaged packaged reports. Liaison between operation and customers to ensure shipment integrity and enhance customer service. Process over label packages and over goods and customer returns; perform general problem solving. Investigate damaged packages for missing content and file package damage report, as well as dispatching drivers.

Owner/Caregiver, 01/2013 - 11/2018

Martinez Home

Helped clients manage money, pay bills and shop for groceries or personal items. Monitored client vital signs, administered medications and tracked behaviors to keep healthcare supervisor well-informed.

Maintained clean personal areas and prepared healthy meals to support client nutritional needs. Assisted patients with self-administered medications. Pharmacy Technician Extern, 01/2012 - 12/2012

Clarkstown Pharmacy

Answered incoming phone calls and addressed questions from customers and healthcare providers. Communicated with prescribers to verify medication dosages, refill authorizations and patient information.

Counted, measured, and compounded medications following standard procedures. Collected co-payments or full payments from customers. Maintained proper drug storage procedures, registries, and records for controlled drugs. Direct Support Professional Caregiver, 02/2009 - 06/2011 Crystal Run Village – Middletown

Helped clients manage money, pay bills and shop for groceries or personal items. Monitored client vital signs, administered medications and tracked behaviors to keep healthcare supervisor well-informed.

Monitored, tracked and conveyed important patient information to healthcare staff to help optimize treatment planning and care delivery.

Shopped for groceries regularly in order to keep house stocked with necessities. Provided safe mobility support to help patients move around personal and public spaces. Associate of Science: Cardiovascular Tech-Currently Enrolled Eastwick College - Ramsey, NJ

Bachelor of Arts: Psychology, 02/2022

Southern New Hampshire University - Hooksett, NH

Certified Phlebotomy Technician

EDUCATION

CERTIFICATIONS