**[Receptionist / Administrative Assistant](https://www.postjobfree.com/resume/adzmdc/receptionist-assistant-houston-tx-77082)**

**Location:**Houston, TX, 77082

**Posted:**November 20, 2023

**Contact Info:**

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**Resume:**

Janet A Murphy?

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281-908-8057

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SUMMARY:?

Front Desk Receptionist experience providing administrative support for the office.?

Answers all incoming calls on a multi-line switchboard system.?

Experienced in scheduling and reserving conference room meetings in MS Office.?

Highly proficient in MS Office Suite (Excel, Outlook, SharePoint, PowerPoint)

Creates and maintains Excel Spreadsheets for monthly reports including audit site reports.?

Demonstrates a high level of integrity and professionalism.

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QUALIFICATIONS:?

? Administrative Assistant ? Access

? Office Support? ? MS Office Suite

? Excel ? Data Entry (8,000ksy)?

? MS Outlook ? PowerPoint

EDUCATION:?

Central Texas College -Killeen, TX. (Computer Information Systems) Aug 1990 ? May 1992?

Hanau High School ? Hanau, Germany (American Studies) Aug 1974 ? May 1978?

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PROFESSIONAL:

Accenture (AIG Insurance) - Houston, TX. Jan 2023/ Jun 2023?

Transaction Processor Investment Files?(Contract)?

? Locates?and retrieve requested files, file folders and paperwork.?

? Disassemble investment files from folders, upload to scan into SharePoint.?

? Perform quality control on prepped files.?

? Sorts all forms numerically and according to content, dates, and significant order.?

? Maintains files in an organized and accessible manner to include uploading on regular basis.

? Reassembles all forms ensuring all work is organized before returning to the file room.?

? Processes 50-100 files a day.

? Responsible for following an organized filing system.?

Infosys-Houston, TX. Jun 2022/Oct2022

Administrative Receptionist (Contract)

? Greets visitors, clients and employees of Infosys in a professional manner.

? Notifies company personnel of visitor's arrival.

? Maintains security of the office by following procedures for signing in and out.?

? Answers all incoming phone calls, takes messages and forwards to requested extension. ?

? Schedules appointments and coordinate meetings using Microsoft Office Suite.

? Orders staples office supplies, breakroom supplies using internal programs.

? Maintains office is operational and communicates to manager, while supporting the department.

? Ensure all visitors and client access badges are activated and returned by the end of the day.

? Coordinates administrative projects as directed catering lunches if necessary.?

? Creates, submits and track facility work order issues in designated computer programs

? Ensures IT support are available for issues related to computers and laptops.?

? Keeps track of office communications, compiles, organizes and backup files in the database.?

? Reserves projectors and other meeting equipment ensuring equipment is in good operating condition.

Quest Diagnostics -Houston, TX. Aug 2020 / Jan 2021?

Office Support-Data Entry (Contract)?

? Retrieves overnight voicemail messages requesting to order clinical requisitions.?

? Answering inbound calls and providing excellent customer service

? Replies to emails ordering requisitions for clinics and hospital diagnostics testing.?

? Performs alpha numeric data entry into the database, validating all data entered.?

? Confirms requisitions and how many are needed.?

? Researched eligibility usage from utilization charts of most recent orders.?

? Checks different parameters of the requisition with regard to the inventory levels.?

? Confirms and verifies telephone numbers, fax numbers, doctor's names and test codes.?

? Updates shipping and mailing addresses for clinics and hospitals.?

? Maintain data entry requirements by following data program techniques?

? Adhere to customer-specific instructions for a smooth execution shipping by FedEx?

overnight.?

?

AECOM Engineers- Houston, TX.?

Front Desk Receptionist (Contract) July 2019 /Nov 2019?

Greets staff members, visitors and clients

Transfers all incoming calls to requested extensions.?

? Updates corporate employee's telephone directory.

? Coordinates the setup of conference meetings in MS Office Suites.

? Coordinates and schedules travel for clients if necessary.

? Search for construction projects and researches project manager?s name in salesforce.?

? Handles daily incoming mail and distribute throughout the office

? Orders all staples office supplies including breakroom supplies.

? Maintains Concur Expense processing analyzing invoices and matches with bills.

? Orders office supplies, toner, and printer paper in oracle.

? Collaborative work environment that values teamwork.

Assist safety manager with special projects if needed

Create work orders and keeps track of ticket movement to ensure issue is resolved.?

Capgemini America-Houston, TX.?

Administrative Site Coordinator (Contract) July 2018 / Mar 2019?

Greets employees and visitors of Capgemini America.?

Replies to company emails, when required.?

Answers all incoming calls transferring to requested extensions.?

Updates corporate employee's telephone directory.

Provides visitor sign-in sheets to ensure security awareness of the office.?

Process onboarding, issues building badges, access door badges, and parking cards.?

Schedules and reserves conference meetings in MS office and confirms attendees.?

Reserves and makes ready office work cubicles for internal and external employees.?

Provides WI-FI assistance and password reset if necessary.?

Maintains the budget prepares expense reports general ledger reconciliations.

? Generates reports, prepare expense reports and monitors invoice submittals.

Creates and maintains ISO spreadsheets for monthly reports and audit site reports.

? Monitors all machines copier and printers including maintaining paper and electronic files.

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Other Employment:

RSM Tax & Audit Consulting Firm-Administrative Assistant Support - Feb 2018 - April 2018

Barry Appleman & Leiden LLP - Facilities Assistant- Mail Clerk- May 2016-Oct-2016