

Annetta Grant

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Summary

Results-driven professional adept at fostering positive relationships, ensuring efficient office operations, and delivering exceptional support to clients. Eager to leverage a diverse skill set to make a meaningful impact in a dynamic administrative or support role

Experience

Direct Support Professional

The Mentor Network • Millsboro, DE

11/2020 - Present

- Update patient files with current vitals, behavior, and other pertinent data relevant to treatment planning
- Monitor progress and document patient health status changes to keep the care team updated
- Develop rapport with client and family to create a safe and trusting environment
- Assist clients in supporting independence and well-being

Administrative Assistant

Department of Finance • Dover, DE

02/2015 - 10/2020

- Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors
- Received and sorted incoming mail and packages to record, dispatch, or distribute to the correct recipient
- Scheduled office meetings and client appointments for staff teams
- Developed and updated spreadsheets and databases to track, analyze, and report on performance and sales data utilizing Microsoft Word, Excel, PowerPoint, and Access

Data Entry Operator

Clientlogic • Dover, DE

04/2005 - 01/2015

- Compiled, verified accuracy, and sorted information to prepare source data for computer entry
 - Reviewed data for deficiencies or errors, correcting any incompatibilities and checking output
 - Generated reports, stored completed work in designated locations, and performed backup operations
 - Complied with data integrity and security policies
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Skills

Customer service, Computer skills, Microsoft word, Microsoft excel, Time management, Data collection, Communication skills

Education

Business Administration

American Intercontinental University • Online, Campus

06/2011

A.A.S.

