***Connie L. Baasch***

*4704 Stoneridge Path*

*Grand Island, NE. 68801*

*Phone (308) 384-5564 E-mail:* *cbaasch@hotmail.com*

 *Cell Phone (308) 390- 5350*

# Objective

Seeking a challenging position that utilizes my experiences while providing growth potential.

**Professional Skills**

Windows 7-10

Excel Quickbooks Access PowerPoint MS Publisher Adobe MS Word

Eagle Soft

**Skills and Abilities**

**Red Cross**

* Secure 125 volunteers monthly for blood mobile.
* Compose daily, monthly and quarterly statistics for state and national Red Cross and IRS.
* Maintain books for Mid-Rivers Chapter (Hastings) and Antelope County
* Maintain accurate, up to date comprehensive and confidential files and records.
* Implement new programs and databases as duties are assigned.
* Invoicing, payroll, reconciling invoices, accounts payable, accounts receivable.
* Train new employees and volunteers.
* Arranged work programs for State Probation Office and Green Thumb programs.

**Third City Clinic**

* Implement and be solely in charge of the dental program
* Run Eagle soft and secure dentists
* Be responsible for the Extraction Clinic every October, (165 patients over 300 extractions)
* Manage Quickbooks and file quarterly tax reports
* Help Executive Director with budget and with the United Way with Go Big Give
* Enter criteria in Access Data base.
* Do intake data on new patients
* Help do deposits
* Write payroll checks and bills scan documents
* Be responsible for helping with the audit
* Answering phones and pertinent questions
* Worked closely with the Executive Director for almost fourteen years at the Clinic

**Experience**

August 2007-Feb 2020

Third City Community Clinic

1107 N Broadwell Ave.

Grand Island, NE 68803

June 2000 – September 2006 June 1996-February 1998

American Red Cross Nash Finch

Grand Island, NE Grand Island, NE

Director of Administration, Volunteers, Meat Clerk

Youth Services and Blood Services

June 1994-June 1996 January 1969-June 1994

Sanitary Plumbing Vavra’s Sausage Kitchen

Grand Island, NE Grand Island, NE

Administrative Assistant Assistant Manager

**Education**

Graduated Grand Island Senior 1972

Central Community College Grand Island NE

Data Processing/Information Technology Diploma December 2002

**Awards and Professional Recognition**

\* Recipient of the NAFCO Award from Mash Finch for saving the company over $7,000.00 per year.

\* Received recognition from National Red Cross for having reports submitted correctly and on-time each and every week since 911 Disaster

**Community Involvement**

Court Appointed Special Advocate for juveniles in Hall County.

1984-1994 Foster Parent with Hall County. Still involved.