

Heidi Roman Riley

Objective

Seeking a challenging and rewarding, Remote Administrative Assistant position, which offers an opportunity to utilize my education, qualifications and experience.

Experience

1998-present Independent Practitioner CO/NV
Massage Therapist

Manage all aspects of my own part-time service business, which provides clients with in-home therapy.

2018-2020 Jlounge Natural Spa Boulder, CO
Esthetician/Massage Therapist

Provided exceptional esthetic and massage services to high-end spa clientele.

2014-2018 resolutionMD Boulder, CO
Remote Office Administrator

Managed office operations, human resources, sales representatives, scheduling, product order processing, payment processing, QuickBooks, A/R, A/P, bank reconciliation, travel arrangements, expense reports, data entry, research, project management and customer service for a skincare entrepreneurial company.

2008-2009 Ritz-Carlton Spa Henderson, NV
Esthetician/Massage Therapist

Delivered 5-Diamond customer service to spa clientele by providing therapeutic, relaxing massage and body treatments as well as esthetic services.

2006 University of Colorado, Boulder GCRC Boulder, CO
Administrative Assistant II

Interacted with research subjects to schedule outpatient visits, checked subjects in when they arrived at the GCRC, and triaged outpatient visits. Performed routine clerical activities, created medical charts, data entry, filing, as well as reception/phone duties.

1999-2004 Spa Mandalay Las Vegas, NV
Massage Therapist

Delivered exemplary service to spa clientele by providing therapeutic, relaxing massage and body treatments while selling skin and body products.

Experience, cont.

2000 Nevada School of Massage Therapy Las Vegas, NV
Teaching Assistant

Assisted in teaching Anatomy and Physiology classes. Provided aid to various instructors in hands-on teaching and also served as a mentor to students by giving constructive feedback and professional counseling.

1994-1998 Mini Care Services Las Vegas, NV
Administrative Assistant

Managed office administration for this company dedicated to eldercare. Responsibilities included clerical, billing, reception, payables/receivables, scheduling, human resources, and supervision of staff.

1993-1994 Gateway 2000 N. Sioux City, SD
Recruiter Support

Performed several Human Resources functions including conducting interviews, developing itineraries for professional candidates, conducted new hire orientation and tours, maintained the HR database and assisted with payroll and benefits administration.

Education

2008 Euphoria Institute Henderson, NV
Esthetician Diploma.

1998-2000 University of Nevada-Las Vegas Las Vegas, NV
B.S., Physical Education (K-12)
Graduated with honors.

1998 Northwest Massage School Las Vegas, NV
Massage Certification.

1994-1997 University of Nevada-Las Vegas Las Vegas, NV
B.S., Kinesiology-Specialization in Fitness and Sports Management.
Member of Golden Key National Honor Society.

Professional Qualifications

Computer proficient.
Customer service skills (Service Plus Program).
Excellent oral and written communication skills.
Organizational and time management skills.
Easily acquire new skills and procedures.