

Information Management

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Objective

Program/Project Management/Instructor/Trainer/Technical Support General Experience
Experienced manager and leader/motivator of technical staff. Proven track record in reliable program/project management, training, cost efficient administrative/operational procedure development, and the establishment of outstanding customer relationships.

Skills

Administration, Nurses Assistant, Insurance Claims Rep.

Work Experience

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ABC Corporation - July 2005 - July 2007

- Drafted meeting agendas, supplied advance materials and followed-up on meetings and team conferences.
- Designed electronic filing systems and maintained electronic and paper files.
- Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information.
- Maintained the front desk and reception area in a neat and organized manner.
- Planned meetings and prepared conference rooms.
- Handled all media and public relations inquiries.
- Wrote reports and correspondence from dictation and handwritten notes.

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Delta Corporation - 2001 - 2005

- Computer Informations Worked directly under the commander of the communication department.
- Input secured information into the database.
- Answer phone lines and mailroom.
- Handle training for all unit members; set up travel for unit deployments; complete monthly and yearly obligations.
- Germany Responsible for giving personnel access, update account info, and approved file plans in the Air Force Records Information Management Systems .
- AFRIMS is a program that the Air Force uses to file, maintain, and dispose of records.
- Scheduled and taught at least 6 classes a month on why we keep records, how and when to dispose of records, how to organize paper and electronic .

Education

associates In Medical Assisting - 2012(Herzing University Online)