**Melinda Karen Beekham**

7399 170th St, Rosmount MN, 55068 ׀ 718.551.2675 ׀ [melindakb@hotmail.com](mailto:melindakb@hotmail.com)

**Summary OF Qualifications**

Highly motivated individual offering a solid background in Business Administration and Health Services Management, with extensive hands-on experience in quality customer services and general office administration. Excellent communication, organization and time management skills. Strong multi-tasking abilities, needing little or no supervision. Work well both independently and as a contributing member of the team.

**Professional Profile**

* **Service oriented with strong communications skills and a professional demeanor**. Consistently maintain professional relationships with clients and vendors, and tactfully resolve issues in emotionally charged situations. Excellent presentation skills.
* **Disciplined and detail oriented**, particularly in administrative matters, maintaining thorough documentation, handling confidential information and ensuring compliance with laws and regulations governing an industry or field.
* **Track record of going above and beyond** basic job requirements, enthusiastically accepting additional responsibility, and taking initiative to improve productivity and customer service in fast-paced environments.
* **Computer Skills:** Proficient in Microsoft Suite: Excel, PowerPoint, Word, Access, and Outlook.

**Education**

DeVry College of New York, NY

**Bachelor of Professional Studies Technical Management - Concentration: Health Services Management, 2015**

EWB

**Certificate, Accounting & Bookkeeping**

Rasmussen College, Eagan, Minnesota

**Associate of Applied Science, Pharmacy Technician, 2012**

**Relevant Coursework**

* Health Rights & Responsibilities (HSM 320)
* Health Services Info. Sys (HSM 330)
* Health Services Finance (HSM 340)
* Healthcare Policy (HSM 410)
* Managed Care & Health Insurance (HSM 420)
* Human Resource Management (MGMT 410)
* Human Resource Info. System (HRM 340)
* Compensation and Benefits (HRM 430)
* Project Management (MGMT 404)
* Motivation & Leadership (PSYC307)
* Principles of Management (MGMT 303)

**Experience**

Hankyu Hanshin Express (Jamaica, NY) Jan 2010 – Dec 2015

**Billing and Administrative Coordinator**

* Imported entries into system and forward to Japan on a daily basis.
* Tracked and inquired about status of shipments, corresponded with customers to provide them with details on shipments.
* Generated and issued invoices using Cargo Wise system.

Knight Equity (Jersey City, NJ) Feb 2007 – Feb 2009

**Administrative Coordinator**

* Entered, and updated data to maintain departmental records and databases, as appropriate; establishes and maintains files and records for the office.
* Assisted in all areas of administrative work including data entry, file organization, research, development and light accounting.

National Agricultural Research Institute (Guyana) Jan 2003 – Dec 2006

**Assistant Accountant**

* Prepared and distributed Payroll for over 1500 employees.
* Balanced and issued payments. Responsible for journals, data entry, bank reconciliation, reports, issued and received all payments on behalf of the company.