

Intake Receptionist Intake Receptionist Intake Receptionist - Hope Faith Ministries Kansas City, MO

obtain a position where I can utilize communication, organization, and project management skills in a team environment. Proficiency Skills Summary: ? Able to type 60 wpm ? Proficient in Microsoft Office Suites, i.e. Word, Excel, and Power Point ? Capable of operating copiers, scanners, and fax machines as well as fax software packages using a PC ? Experience with various switchboard operations from Rolm to Cisco database telephone systems up to 50 lines ? Skilled in using Lotus notes for meeting scheduling and e-mail ? Experience with Microsoft's Enterprise Project Management tools (EPM and EPM2) Work Experience Intake Receptionist Hope Faith Ministries - Kansas City, MO May 2018 to Present Greet clients when they arrive and check them in using a database application called Virtual Case Manager. IT Project Coordinator/Executive Administrative Assistant Modis IT Bayer Crop Science - Kansas City, MO January 2008 to September 2008 -Provided administrative clerical support for the North American Local Area Network team and my duties included the following tasks: * Provided administrative support for a Future System Landscape project involving a roll out of the new SAP/3 application Bayer Crop Science in Kansas City, Mexico, and Germany as a Project Coordinator * Coordinated round trip travel arrangements from U.S. to Mexico and Germany * Prepared expense reports using the Concur online system * Utilized Lotus Notes for e-mail and coordination of meeting invitations and conference room scheduling * Prepared monthly project billing for the department Senior Administrative Assistant/ IT Project Coordinator Kelly Services - Kansas City, MO September 2007 to January 2008 -Provided support to three Vice Presidents of Assurant's Local Area Network department and responsibilities included: * Coordinated on and off-site meetings for various project teams and coordinated travel arrangements * Prepared meeting minutes and posted them to Microsoft's Enterprise Project Management tool on the department's intranet site * Processed accounts payable for equipment and other purchases daily Operations Manager/Exec. Admin. Assistant CHIC A Community Development Corp - Kansas City, MO January 2003 to August 2007 -Provided administrative support to the President of the Community Development Corp. and tasks included: * Coordinated neighborhood meetings by contacting organizations and city personnel * Sought grant applications

for community-based projects and prepared proposals and contracts upon award * Acted as liaison between the organization and engineers, architects, and contractors to implement neighborhood housing redevelopment projects such as the Benton In-fill Housing Project Education Graduated in General Education F.L. Schalgie High School - Kansas City, KS August 1976 to January 1980 Skills Microsoft Office (10+ years) Certifications/Licenses Certified Word Processor August 1983 to Present Taught computer applications and opeations

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