

Operations and Branding Consultant Operations and Branding Consultant Florence, AL Authorized to work in the US for any employer Work Experience Operations and Branding Consultant Tennessee Valley ENT Clinic - Sheffield, AL August 2014 to April 2019 Operations Consulting: Audited current systems, including EMR, HR practices, and sta roles. Developed new workflow in oce, reallocated and reoriented sta, and have thoroughly researched new streams of income. Rebranded Practice: Created new logo and implemented new signage and uniforms. Assisted in bringing a new physician into the practice in order to achieve the objective of reducing the work of the primary doctor. Senior Administrative Assistant/ Database Administrator University of North Alabama - Florence, AL November 2017 to June 2018 TK20 Assessment System/ Database Administrator: Responsible for Assessment Management System to the College of Education. Composed and built interface between students and teachers, while ensuring timely compliance with all government requirements. Maintained office files, budget, inventory, and handled all correspondence and event planning. Trained all faculty and staff on the assessment system. Acted as the point person and help desk for all students and Professors within the Department. Senior Administrative Assistant Weill Cornell Medical College - New York, NY October 2010 to June 2014 Implementation of EPIC system. Responsible for coordinating training for all employees, including in-house training and travel. Served as a liaison between EPIC and the University. Proctored all certification exams. Analyzed employee growth and team size, and subsequently spearheaded the project to plan, renovate, and completely prepare new work areas to accommodate a rapidly growing organization and a demanding schedule. Office Manager Education Bachelor's in Dual Major in Spanish and Philosophy University of Alabama - Tuscaloosa, AL August 2003 to May 2008 Skills Microsoft Suite Including Excel and Access, impeccable attention to detail, fast and self-starting learner, excellent interpersonal and communicative skills, functions well in a stressful environment.

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