# MIZELLE HATCHER

**2505 Laredo Court \*\* Arlington, TX 76015**

**817-705-8617** [**zellemar@sbcglobal.net**](mailto:zellemar@sbcglobal.net)

Self directed professional with extensive experience in management, office administration, and executive support. Strong customer relations and problem solving skills. Proven ability to communicate well with groups and individuals of diverse background, cultures, and status. Organized and efficient with strong communication skills in both medical and business environments.

**SKILLS:**

* Recruiting
* Training
* Personnel Admin
* Computer Skills
* Negotiation Skills
* Analytical Skills
* Payroll
* Budgeting
* Purchasing

**KEY ATTRIBUTES:**

* Excellence in written and verbal communication
* Outstanding in Customer Relations
* Ability to multitask job assignments, schedules, organization, and planning
* Exceptional executive team player and work well independently
* Supervision of staff at an intensity that maintain a consistent level of quality work

**QUALIFICATIONS:**

* Over 20 years successful executive management in medical and business settings.
* Managed office workers, support staff, service personnel, and warehouse staff.
* Planned, coordinated, organized, directed, controlled, managed, and supervised multiple support departments in medical environments.
* 20 years of successful personnel administrative responsibilities from recruitment through separation.
* Successfully managed offices in independent and remote service operations
* Responsible for all payroll and accounts payable/receivable activities & functions
* Purchasing, inventory control, and contract negotiations
* Active participant in various committees and subcommittees as assigned

**WORK EXPERIENCE:**

Winsome, Inc.

State of Texas

Los Colinas Med Ctr

Trinity Terrace Ret.

Advanced Systems

Manager

Claims Specialist

EVS –Supv/Mgr

EVS - Director

EVS - Director Ft. Worth, TX

Dallas, TX

Los Colinas, TX

Ft. Worth, TX

Albuquerque, TX2000 - 2012

1999 - 2000

1997 - 1999

1987 - 1997

1983 - 1987