

Alexa Penwell

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EXPERIENCE

Administrative Assistant

March 2014 - Present

Penwell Counseling Services | Cary, NC

- Decreased time from service to medical payment from 30 days down to 15 days by implementing bi-weekly medical claims filing
- Eliminated 6 month back log of archiving closed case management files and implemented quarterly review process for closed cases
- Maintain Google Spreadsheets
- Perform monthly billing reconciliation to provide quality assurance

Administrative Assistant

February 2015 - Present

Futbol Club of Cary | Cary, NC

- Decreased time from referees working games till the time they are paid by implementing bi-weekly payroll processing leveraging the organizations use of Quickbooks
- Increased company's social media presence by growing Twitter following by 300% to allow quicker distribution of information
- Proposed, drafted, and conducted a survey to determine most important aspects of the club to the families. Used this data to make decisions on potential changes in the organization
- Create a positive environment for the families involved in the organization by preparing fields for game day

Administrative Assistant

November 2019 – May 2020

Carol Taudesik Ph.D. | Durham, NC

- Proposed and implemented digital files to increase accessibility and organization of previous client files
- Prepared and organized materials for filing taxes
- Performed medical claims filing on an as needed basis

CERTIFICATIONS AND AWARDS

AWS Certified Cloud Practitioner, Amazon Web Services (AWS). Issued Jan 2021 ~ Expires Jan 2024

GSK Opportunity Scholar, GlaxoSmithKline. Awarded May 2018

EDUCATION

UNC Chapel Hill | Bachelor of Science in Statistics with a minor in Information Systems Expected Dec. 2021

To view my **GitHub** website which contains my relevant projects, [click here!](#)

SKILLS

R | Excel | Basic Python | HTML | SQL | Database Design | Data Analytics | Excellent Communication Skills | Ability to work independently or collaboratively | Determination | Willingness to learn