

Objective To provide professional and outstanding customer service for a customer oriented company.

Experience

Senior Administrative Assistant/Team Lead

June 2005-Feb 2009 Fiserv Lending Solutions/ILS Rocky Hill, CT

Responsibilities include, but not limited to: handling multi-lined phone system, filing, faxing, coping, data entry, sending internal and external correspondents, providing internal and external customer service, office supply stocking and ordering, handling of copier repair and servicing, vending machine refunds, petty cash handling for the purchasing of lunches for meetings and for various office needs, team leader over internal and external mail distribution department, team leader over Maintenance Department, issuing and termination of employee id badges, arranging of department "moves" within the company, attendance in meetings regarding office security, FED EX and UPS project shipping setup, and video conferencing, work side by side with VP's and Executives, organized company "tag sale" for employees, organized various fundraiser events, and provided any assistance necessary to various departments (Accounting, HR, Customer Service, Recording).

Nursing Technician

October 2003-March 2005 New Britain General Hospital New Britain, CT

Responsibilities include, but not limited to: Provide patient care under direct supervision of RN, assist with ADLs, blood glucose monitoring, blood pressure, temperature, O2 monitoring, pulse and respiratory rate documenting, provide clean linens and personal hygiene items, help with new patient admission (transfer into room, supplies needed for care, etc.), application of telemetry monitor, intake and output documentation, assist patient with meals if needed, application of oxygen if ordered, stocking of supplies in clean utility room, ensure emergency "quick" cart is stocked with proper equipment at all times, providing "float" assistance to various departments in need of extra staff, monitoring "one to one" of patient's in need of direct care, care of Foley catheters, IV catheters, assist with wound care and dressing changes upon request, provide daily ROM, measuring and documentation of patient weight, train new staff to procedures/unit, report any unusual findings to RN immediately, give report at the end of shift to oncoming staff, providing safe environment of patients, visitors, and staff.

Education

Plainville High School, Plainville, Hartford County
1993-1997
General Studies

Interests

To feel a sense of accomplishment, success, and to know I gave my all at the end of the day.

****References available upon request****

