***Linda A. Gardener H (860) 204-0593***

***24 Oxford Drive C (917) 224-5669***

***Norwich, CT 06360*** [***lgardener08@yahoo.com***](mailto:lgardener08@yahoo.com)

***Skills:***

Microsoft Office (Word, Excel, PowerPoint, Access, Outlook), PeopleSoft, Taleo, Stars, Adobe, GCE, Kroll, Ariba, Travel Connect, InSight, Sage, Corporate Express, Micro-Med, Eagle, IDX, Accounts Payable/Receivable, Customer Service, Internet Explorer, Medical Terminology, Dictaphone, Meeting Minutes and Typing 60 WPM.

***Summary of Qualifications:***

* More than fifteen years Executive/Administrative Assistant experience.
* Ability to analyze situations and work to develop a more efficient approach.
* Take initiative to expand my qualifications to meet job specific requirements.
* Outstanding Executive support and Liaison skills.
* Excelled quickly through Beth Israel Medical Center and NS/LIJ Health Systems.

***Relevant Accomplishments:***

Administrative:

* Managed Cardiac Surgery schedule and Executive Assistant to Cardiac Surgeon.
* Managed yearly calendar for Nursing Education which included assigning Nurse Managers, scheduling all classes, securing rooms and equipment as well as tracking registrations and monies.
* Instructor for New Hire Orientation and OSHA Mandatory training. Varied HR functions.
* Develop, maintain and reconcile departmental budgets.
* Maintained highly confidential schedules, calendars, meetings, travel arrangements and expenses for Senior Level Management.

Staff Supervision:

* Supervised front staff of six, delegated work and resolved patient issues.
* Sought temporary help as deemed necessary and trained accordingly.
* Oversaw all meetings to ensure smooth operations in every aspect from conference connections to catering.

Customer Service:

* Ensure quality of Proffesionlism.
* Process retail purchases and ensure accurate financial transactions. (Macy’s, NY)
* Courtesy, confidentiality and undivided attention given to each and every patient, client, candidate and co-worker.

***Work History:***

2010-Present HR Coordinator US Foodservice, Norwich, CT

2009-2010 Administrative Assistant Pfizer, Inc., Groton, CT

2009-2009Legal Assistant Anderson Law Firm, Norwich, CT

2008-2008 Administrative Assistant Mystic Aquarium, Mystic, CT

2007-2008 Administrative Specialist Pfizer Inc, New London, CT

2006-2006 Executive Assistant NS/LIJ Health System, Great Neck, NY

2004-2006 Administrative Secretary LIJ Hospital, New Hyde Park, NY

2003-2004 Senior Secretary Schneider’s Children’s Hospital, NHP, NY

1999-2003 Executive Assistant Beth Israel Hospital, Manhattan, NY

1998-1999 Administrative Assistant Tams Architectural Firm, Manhattan, NY

1991-1998 Administrative Assistant Elmo Mfg Corp., New Hyde Park, NY

1990-1991 Administrative Assistant North Shore Internal Medicine, Great Neck, NY

1988-1990 Administrative Assistant Orthopedic Surgeons of Long Island, L.S., NY

1984-1987 Administrative Assistant Nikon Inc. Westbury, NY

***Special Courses Taken In:*** Effective Business Writing. Improving Customer Relations Through Cultural Competencies. Adult CPR and AED Certification (lapsed)