**Keesha C. Davis**



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**Career Overview**



Committed and motivated Administrative Assistant with exceptional customer-relation and decision-making skills. Strong work ethic, professional demeanor and great initiative.Energetic and reliable office manager skills.

**Skill Highlights**



|  |  |  |  |
| --- | --- | --- | --- |
| • | Administrative support | • | Microsoft Office skills |
| • | Meet deadline | • | HIPAA compliance |
| • | Schedule management | • Filing and data archiving | |
| • | Team liaison | • | Business correspondence |

**Core Accomplishments**



**Operations**

* Collaborated with the ***Quality of Work Life Committee*** to ensure smooth work flow and efficient organization operations.
* Accountable for all operations of busy office, including providing Support to Supervisors and Managers.
* Active member on the ***Newsletter Committee.***

**Quality Assurance**

* Ensured and enforced medical office compliance with HIPAA, OSHA and CLIA regulations for maximum quality and control.

**Administration**

• Maintained 3 vital positions at Senior Health Partners. Dietary Aide, Service Coordinator and Sr. Administrative Assistant

**Professional Experience**



**Dietary Aide**

**Senior Health Partners** – New York, NY

* Prepared meals for members.
* Kept organized Kitchen and stock room
* Liaised with vendors to order and maintain inventory of food and supplies.

**Service Coordinator/ Care Manager**

**Senior Health Partners** – New York, NY

* Provided customer service for an average of 60 calls per day, answering customer inquiries, solving problems, and providing Home Care and Transportation to members.
* Consistently praised by management for the quality and timeliness of reports, attention to detail, exemplary customer service delivery and team-player attitude.

**Senior Administrative Assistant**

**Senior Health Partners** – New York, NY

* Supported VP of Clinical Excellence through document management, calendar organization and collateral preparation for meetings.
* Managed executive calendar and coordinated weekly project team meetings. and assisted in the development of meeting agendas to increase meeting efficiency.
* Liaised with vendors to order and maintain inventory of office supplies. Assisted in all areas of administrative work including data entry, receptionist duties, file organization, research and development

**Education**



**ASA College**

New York, NY

Health Administration

GED

Continuing Education