

SATONIA L. BEATY

1714 Yucca Drive, Dallas Texas 75217

C: (682)414-7083

Satbraty42@gmail.com

PROFESSIONAL SUMMARY

Highly organized and detail-oriented Office Manager with more than 15 years' experience supplying through organized administrative support to 5 senior executives.

SKILLS

- 25 wpm TYPING SPEED
- Professional phone etiquette
- Excellent communication skills
- Database management
- Articulate and well-spoken
- Customer service-oriented
- Flexible
- Accurate
- Excellent planner and coordinator
- Works well under pressure
- * Certified in 10 key
- * Human Recourse law knowledge
- * Pleasant demeanor
- * Appointment setting
- * Team Building
- * Accounting Familiarity
- * Payroll
- * Advanced clerical knowledge
- * Multiline phone proficiency
- * Certified Medical Office Assistant

WORK HISTORY

Office Manager, 03/2006 to 4/2017

Wound Care Clinic – Dallas, Texas

- Ordered and distributed office supplies while adhering to a fixed office budget
- Managed office supplies, vendors, organization and upkeep
- Answered and managed incoming and outgoing calls while recording accurate messages
- Opened and properly distributed incoming mail
- Maintained a clean reception area, including lounge and associated area
- Completed data entry, tracked resumes and maintained the applicant tracking system
- Screened all visitors and directed them to the correct employee or office
- Coordinated, schedule and arrange meetings and travel calendars, including business and social events
- Served as corporate liaison between the finance, IT and marketing department

EDUCATION

High School Diploma: 1986

REFERENCES

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