|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Amber  ellis | |  |  | | --- | --- | | 809 NE Green Oaks Blvd., #322 Arlington, TX 76006 |  | | 254-252-0972 |  | | Amber.ellis@uta.edu |  | |  |  | |  |  | |

|  |  |
| --- | --- |
|  | Objective |

Efficient learner, detailed-oriented, able to prioritize and efficiently manage multiple assignments. Strives to ensure that all tasks are successfully accomplished within time Experienced in supporting daily operational and administrative functions in an office role. Strong customer service orientation.

|  |  |
| --- | --- |
|  | Education |

## Masters of Social Work with a concentration in health services | University Texas at Arlington

### June 2017 – august 2018

## Bachelors of Arts in Social Work | University Texas at Arlington

### August 2013 – May 2017

|  |  |
| --- | --- |
|  | Experience |

## Administrative Assistant II | UT Arlington Facilities Management

### September 2014 – cURRENTLY

• Greet Visitors

o Escort meetings

o Responsible for passing along valuable information

• Sorting and distributing office mail

• Answering multiline phone

• Responsible for effectively spending University funds for needed supplies

• Assisting with payroll and personnel functions:

o Calculating sick and vacation hours on timesheets

o Creating new personnel file folders

o Recreating and organizing filing systems for Facilities Management employees

• Reconciling Pro-Card (state credit cards) on a monthly basis

o Pro-Card packets: making sure invoices match with bank statement purchases, checking for appropriate signatures and correct dating, and writing in correct vendor ID numbers

o Collect needed receipts and invoices from Pro-Card holders and vendors

o Copy and file completed Pro-Card transaction logs and back up documents

o Maintain vendor hold status list for Pro-Card users monthly

o Coding

• Making departmental deposits: delivering University checks and cash to Bursars Office

• Signing in bid packages

• Schedule meetings in the conference room

• Post flyers for events and polices across campus

• Help organize and set-up for parties, meetings, and other office gatherings

## Student Intern | Texas Rehabilitation Arlington

### Januray 2018 – august 2018

• Assessing incoming patients

o Verifying patient demographics/ contact info

o Obtaining information on patient potential discharge destination

o Assessed patients for current and needed resources

• Assisting with patient discharge

o Gathering patient clinical(s) from patient chart

o Attending interdisciplinary meetings

o Researching resources for patient’s

o Communicating with patient family members

o Making patient referrals

## Student Intern | UTA Center for Clinical Social Work

### August 2016 – May 2017

• Participate in offsite community counseling services

o Practicing IMPACT protocol for late-life depression

• Organizing community events for senior living facility

• Case management

o Answering phones

o Providing information about services

o Organizing case files

• Assisting with senior resident health fairs

o Providing free health screenings

o Sharing counseling services and resources

• Volunteering for veteran affairs

• Youth Resiliency Study

|  |  |
| --- | --- |
|  | Skills |

|  |  |
| --- | --- |
| * Microsoft Office: Excel, Word, and PowerPoint * Organization skills: Set up & manage paper and electronic filing systems, recording information, and updating paperwork | * Operating office equipment, such as fax machines, copiers, scanners, and phone systems |