

DEANNA COBB

ADMINISTRATIVE ASSISTANT/ CUSTOMER SERVICE

CONTACT

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10400 Universe Blvd NW
Albuquerque, NM, 87114

EDUCATION

UNIVERSITY OF NEW MEXICO

GPA:3.5

Albuquerque, NM

Completed coursework towards
B.S. Environmental Planning &
Design (May 2018)

CENTRAL NEW MEXICO

COMMUNITY COLLEGE

Albuquerque, NM

Associates of Applied Science
Integrated Studies (Dec 2014)

CAREER OBJECTIVE

Hard-working professional with 13+ years of experience and a proven knowledge of customer service, data entry, and vendor and customer communications. Aiming to leverage my skills to successfully fill the Administrative Assistant/ Customer Service role at your company.

PROFESSIONAL EXPERIENCE

Administrative Assistant

Los Puentes Charter School, Albuquerque, NM / Jan 2017 – Apr 2020

- Enforce discipline and attendance rules.
- Confer with parents and staff to discuss educational activities, policies, and student behavioral or learning problems.
- Collaborate with teachers to develop and maintain curriculum standards, develop mission statements, and set performance goals and objectives.
- Recruit, hire, train, and evaluate primary and supplemental staff.
- Plan, coordinate, and oversee school logistics programs such as bus and food services.
- Mentor and support administrative staff members such as superintendents and principals.

Medical Assistant

Dr. Cornfield's Podiatry, Albuquerque, NM / Aug 2012 – Dec 2016

- Perform general office duties, such as answering telephones, taking dictation, or completing insurance forms.
- Record patients' medical history, vital statistics, or information such as test results in medical records.
- Prepare treatment rooms for patient examinations, keeping the rooms neat and clean.
- Interview patients to obtain medical information and measure their vital signs, weight, and height.
- Clean and sterilize instruments and dispose of contaminated supplies.
- Show patients to examination rooms and prepare them for the physician.
- Operate x-ray, electrocardiogram (EKG), or other equipment to administer routine diagnostic tests.

Accounts Payable Assistant

TEMA, Albuquerque, NM / Oct 2006 – May 2012

- Operate computers programmed with accounting software to record, store, and analyze information.
- Check figures, postings, and documents for correct entry,

- mathematical accuracy, and proper codes.
- Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.
 - Receive, record, and bank cash, checks, and vouchers.
 - Match order forms with invoices, and record the necessary information.
 - Prepare bank deposits by compiling data from cashiers, verifying and balancing receipts, and sending cash, checks, or other forms of payment to banks.

● REFERENCES

References available upon request