

# Zoey Frakes

Philadelphia, PA  
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## EXPERIENCE

**The University of Pennsylvania,  
Wharton Marketing  
Philadelphia, PA - Administrative Coordinator**

November 2019 - PRESENT

Support employees by facilitating interdepartmental communications and interactions between internal and external parties

Handling basic office duties, such as answering and routing phones, responding to emails, maintaining employee, financial, and client records, and data entry and reporting

**Jefferson University  
Philadelphia, PA - Administrative Coordinator**

June 2019 - September 2019

Answered phone lines, and route and expedite calls.

Organizes meetings and events

Created and presented presentations for staff and faculty.

Maintained files and records with an effective filing system.

**The University of Pennsylvania  
Philadelphia PA- Administrative Coordinator**

Feb 2019 - May 2019

Manages budgeting and funding for 12 Penn Student Organizations, Groups and Centers, including coordinating communication and logistics.

Reconciles Student Funding Accounts by ensuring all back-up documentation for charges

Responsible for completing expense reimbursements and Procard transactions.

## EDUCATION

**Penn LPS Coding Boot Camp  
Philadelphia, PA — Certificate**  
November 2019 - May 2020

**The Pennsylvania State University  
University Park, PA — BS in Health Policy and Administration**  
MONTH 2011 - MONTH 2015

## SKILLS

Concur  
Microsoft Office  
Mac OS  
HTML  
CSS 3  
Responsive Design  
JavaScript

## Internships

**Advisory Board Company  
Washington, DC**

August 2015 - May 2016

*Executed sales meetings and events with prospective stakeholders and members.*

*Promoted consumer healthcare products and services to potential clients.*

*Lead marketing campaigner and public relations liaison.*

**AmeriHealth Caritas  
Philadelphia**

Summer 2013 | 2014

*Coordinated major health resource events across the greater Philadelphia Region.*

*Facilitated departmental meetings and development workshops.*

## Portfolio

<https://github.com/zfrakes/Portfolio>

