

Karen Reese

124 Oak Lane, Scotts Valley CA 95066
Home: 831-461-9331 Cell: 831-713-8522
k.reese@sbcglobal.net

Career Overview

- Committed and motivated Administrative Assistant with exceptional customer-relation and decision-making skills.
- Demonstrated success in providing a high level of executive support while maintaining strict confidentiality.
- Strong work ethic, professional demeanor and great initiative.
- Established ability to problem solve effectively and a desire to serve the public.
- Energetic, results-oriented team-player.

Core Accomplishments

Administrative Support/Operations

- Accountable for operations of busy surgical office, including staff development, coordination of staff schedules.
- Facilitate construction, hire vendors, and organize move to new office.
- Develop and implement policies and procedures.
- Able to meet deadlines and take on special projects, while providing daily staff guidance.
- Maintain files in a confidential manner in accordance with HIPAA regulations.
- Oversee staff compliance of privacy regulation requirements.
- Plan meetings and organize travel.
- Prepare agendas, attend meetings, record and prepare minutes and follow up on action items.
- Effectively resolve concerns and complaints in a calm, professional manner.
- Independently prepare monthly, quarterly, and annual reports.
- Supported hospital attorney with document preparation, review, and response to interrogatories.
- Coordinated depositions with attorneys and involved staff.
- Assisted in preparing staff for interviews and depositions.

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Skill Highlights

- Self-starter with professional manner
- Energetic and organized
- Microsoft Office, Excel, PowerPoint
- Highly organized with superior attention to detail
- Excellent communication skills
- Spreadsheet creation, entry and formulation
- 10-key proficient
- Business correspondence
- HIPAA compliance certified
- Ability to work in a highly confidential environment
- Recent office management experience
- Developed and implement policies and procedures
- Developed new forms to streamline work flow
- Possess initiative, creativity and sound judgment
- Volunteered as support desk tech for a software company
- Volunteered in the medical unit of the County Jail
- Volunteered in a kindergarten class

Keywords

- Executive Management Support
- Microsoft Office Suite
- Creative Problem Solving
- Multi-Task Management
- Proofreading

Professional Experience

11/2010 – August/2011

Office Manager - Surgical Associates of Monterey Bay, Santa Cruz, CA

07/1991 - 04/2002

Medical Staff Assistant - Dominican Hospital, Santa Cruz, CA

04/2002 - 03/2007

Administrative Assistant, Risk & Regulatory Compliance - Dominican Hospital, Santa Cruz, CA