

Jane Peterson

JOB OBJECTIVE Professional Administrative Assistant with 10+ years of experience seeking full time clerical position in the Silver Spring, MD Metropolitan area

- QUALIFICATION HIGHLIGHTS**
- Punctual and detail oriented individual with over 10+ years of experience in office management and support
 - Fast learner with ability to answer a high volume of phone calls and message taking in a busy office environment
 - Excellent multi-tasking abilities with pleasant and easy going demeanor

- RELEVANT EXPERIENCE**
- Organization**
- Responsible for managing incoming calls, invoicing, computer systems, communications systems, and maintaining office supplies
- Communication**
- Communicated with patients and office staff to ensure patients received appropriate and accurate care according to their prescribed treatment plan
- Attention to Detail**
- Scheduled and coordinated patient care for a busy, 10 person physicians office

EMPLOYMENT HISTORY

2005 - Present Office Manager	Jacob Medical Group	Silver Spring, MD
2000 – 2005 Office Manager	Dr. Kim and Associates	Washington, DC
1992 - 1995 Administrative Assistant	Hinet Systems	Washington, DC

EDUCATION

1988 - 1992 Bachelors of Art in Economics	University of South Carolina	Barnsdall, SC
1986 - 1988 Concentration in Communications	Montgomery Community College	Rockville, MD

- ADDITIONAL SKILLS**
- Proficient with word processing software (MS Office) and MS Windows
 - 60 wpm
 - Familiar with Salesforce.com CRM software



Who Are We?

Resume7.com was founded by a former consultant at Pittiglio Rabin Todd & McGrath, consistently ranked as one of the Top 10 Management Consulting Firms in the world. Since inception, Resume7 has sought to improve the inefficiency in the resume writing industry by providing high quality yet affordable resumes.

The Resume7 team consists of HR Professionals with experience across a wide range of industries and specialties. Hailing from the world's most prestigious Universities, each team member brings to the table expertise in writing highly effective resumes and cover letters.

What We Do

Resume7 provides world class resume and cover letter writing services at an affordable rate. Each resume we write comes with a 100% satisfaction guarantee, 3 day turnaround, 6 months of free revisions, and much more! With clients ranging from Ski Instructors to Investment Bankers, Resume7 is your destination for professional resumes that generate interviews!

For More Information

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