

Jessica Julian

Office Administrator

Office Administrator with over 10 years of experience providing administrative support. I can manage multiple projects with varying priorities and schedules, always seeking efficient ways to complete tasks on time. I am a team player but can tackle projects solo, and I'm always up for a challenge.

Experience

2021 - Current

Office Administrator *North American Analytical Labs*

Provide administrative office support for a well-established asbestos consulting firm. Prepare proposals, perform data entry, prepare and process invoices. Coordinate with clients and contractors, book hotel reservations, process incoming and outgoing project documents, and produce final reports. Conduct asbestos building inspections, collect and prepare samples for shipping, complete inspection forms.

2013 - 2020

Administrative Assistant *Stantec*

Provided administrative support to an environmental field office for an international consulting firm. Managed daily administrative needs, handled data entry for 2,400+ annual regulatory inspections, processed work orders, developed and maintained filing and archiving protocols. Coordinated office and field safety procedures and reporting, processed and graphed a multitude of data and graphs. Conducted project development research for company VP. Cleared a 6-month data entry backlog in first 6 weeks on the job.

2011 - 2012

Patient Care Coordinator *DigiCare Hearing Solutions*

Front desk reception and patient care management. Received patients, processed intake forms, scheduled appointments. Transitioned patient files to digital system, managed records, data entry. Performed sales and customer services, followed up with patients. Participated in Chamber of Commerce meetings and events, worked booths at various venues.

Education

2004-2006

A.A.S

Office Technologies

Trinidad State Junior College

2004-2006

Certificate

Medical Transcription

Trinidad State Junior College

Skills

- Attention to Detail
- Office Management
- Microsoft Office
- Data Entry
- Reports
- Scheduling
- Time Management
- QAQC

Contact

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