

Lorraine Gray

Sebring, FL 33876

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PROFESSIONAL SUMMARY.

Seeking to utilize my extensive office and administrative experience in a position that will allow me to enhance the customers experience and provide the organization with a high quality employee.

COMPETENCIES

- Greet visitors with a smile.
- 10 Key Data Entry
- Accounts Payable/Accounts Receivable
- Activity Assistant
- Answer multi -Line phones
- Assist administrator with various tasks
- Clerical Experience
- Construction of resident files
- Filing
- Handle incidents involving patients or visitors
- Inventory
- Management
- Receptionist
- Responding to customer situations with sensitivity
- Proficient in Microsoft Office Suite Word , Excel, PowerPoint Outlook (10+ years)
- Provide Excellent Customer Service
- Accounting
- Bookkeeping
- Administrative Experience
- Assessments
- Data Entry
- Computer skills
- Direct calls to proper extension
- Freight Experience
- Hertz paperwork
- Leadership
- Phone Etiquette
- Record Keeping
- Sales
- Provide information to customers, vendors and staff

EMPLOYMENT

ProMedica Senior Care Group	Boynton Beach, FL	06/07 - 03/20
HCR ManorCare	Assisted Living	
Heartland of Boynton Beach	Skilled Nursing Facility	
Receptionist		
General Clerk		
Activity Assistant		

EDUCATION

Pennsville High School	Pennsville, NJ	Diploma
Business High School Curriculum		

CERTIFICATIONS

Basic Spreadsheet Proficiency with Microsoft Excel	Completed	February 2019
Measures a candidate's knowledge of basic Microsoft Excel techniques, including sorting, formatting, and filtering of columns or rows. Full results:	Completed	
Data Entry —	Proficient	
Entering data quickly and accurately Full results:	Proficient	
Attention to Detail —	Highly Proficient	
Identifying differences in materials, following instructions, and detecting details among distracting information.	Full results: Highly Proficient	
Scheduling	Proficient	2019
Cross-referencing agendas and itineraries to avoid scheduling conflicts.	Full results: Proficient	
Customer Focus & Orientation	Highly Proficient	November