

TAMMY SCHNEIDER

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OFFICE RECEPTIONIST/ASSISTANT

I have several years as an Office Receptionist and assistant working in an office setting with various sort of clients and co-workers. I am skilled in all aspects as an Administrative Assistant. I am seeking a position that will be both challenging but fun as well.

Areas of expertise

- Office Administration Support
- Organization Skills
- Clerical Experience
- Brokerage

Software: Microsoft Windows, Word, Excel & Outlook

Professional Experience

LINCARE - SPOKANE, WA

February 2018 – May 2023

- Data Entry
- Worked as a Patient Account Coordinator for Medicaid Insurance patients for the state of Washington
- Answer ed phone calls from patients

WASTE MANAGEMENT - AIRWAY HEIGHTS, WA

October 1, 2011 – thru May 2017

- Scaled trucks in/out for import/export loads
- Scaled all recycling trucks for Waste Management, City of Spokane & various small recycling plants
- Maintained Waste Management's load schedule
- Processed payroll when requested

SPOKANE RECYCLING, SPOKANE, WA

September, 1999 – thru September 2011

- Answered phones
- Processed all accounting paperwork for both brokerage and company sales
- Scaled trucks in/out for import/export loads part-time