

LaTanya D. Banks

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Objective:

To use my extensive Administrative skills and education to further my career in Business Administration.

Education:

Penns Grove High School

Carney's Pt, NJ

Southern New Hampshire University

Manchester, NH

Qualifications:

Excellent office support skills, excellent with Office Suite to include Word 2016
Excel, Power Point, attentive, punctual, reliable, team player, willingness to learn

Experience:

Oct 2018-Present

TriWest

Title: Patient Services Representative El Paso, TX

Use company network to contact community
healthcare providers for Veterans
Coordinate appointments for Veterans with Healthcare
Providers
Credential non-network providers
Contact Veterans with their appointment information
Data entry
Assist Department of Veterans' Affairs by uploading
appointment information for our Veterans to their
system

Aug 2013-Feb 2018

Raytheon

Title: Administrative Assistant/CM El Paso, TX

Assisted in supplying print drawings for different
programs

Created/Supplied stencils to necessary parts/contracts
Created whole stencil packets for specific contracts
such as Taiwan, KSA which would include anywhere
from 20 to 300 stencils
Assisted programs with completing Tags by verifying,
Printing, stamping, and enclosing most recent prints in
tags
Supplied UID labels for PBL and Sentinel PCs
Assisted other departments with work overload
Created Configuration Control Data Sheets Maintained
Chemical Control Logs which were forwarded to Fort
Bliss Wastewater/EPAS Program Created Procedure
books for Paint/Sand/Blast Booths
Kept track of newly released documents
Updated procedures when new revisions were released
Created and maintained Corporate Numbers
Created binders for BOMs from an Excel spreadsheet
Daily use of Product Data Management tool
Well versed in MSOffice
Daily use of Logistics Management System
Assisted Ops Excellence Engineer with planning,
scheduling, and maintaining files for Change Control
Board Meetings

Dec 2011-Aug 2013 Raytheon

Title: Administrative Associate

Assisted in receiving parts
Assisted in storing parts in locations according to
contract
Assisted in keeping track of items in Prism/SAP
Monthly inventory of stock
Distributed parts to Sentinel for assembly of Radars

Oct 2010-Dec 2011 Volt Employment Services

Title: Production Associate

Assisted in conducting inventory count, received and
stored materials/parts
Assisted in receiving, logging and distributing materials
from several vendors
Worked independently or as team member to maximize
production and capability
Kept daily log of delivered items by part number, title,
and quantity, as well intended party of receipt

EDUCATION:

SOUTHERN NEW HAMPSHIRE UNIVERSITY

Manchester, NH

Associate degree in Business Administration

Jul 2017-Aug 2019

Obtaining Degree in Business Administration

To further my career as an Administrative Assistant

-Society of Human Resources Management

Bachelor's Degree in Business Administration

Sept 2019-08/01/2021

Concentration in Entrepreneurship

Minor in Organization Leadership

Certificate in Human Resources Management

-Society-National Society of Leadership and Success