

Jennifer McCluskey

jennmccluskey1979@gmail.com / 9705152689 / 118 Whitney Ct., Windsor, Colorado

Summary

Current student enrolled in Southern New Hampshire Universitys Bachelor of Human Services with Concentration in Substance Abuse with several years of management experience in several medical office settings. Recognized for possessing a strong passion for learning new skills and a dedicated team player who is focused on each individual customer providing exceptional customer service. Posess strong multi-tasking skills, fast learner, and acquires the ability to simultaneously manage various projects and successfully manage several employees while making the workplace a fun yet professional where staff enjoys coming to work. An energetic, reliable, and organized individual that would be an asset to this company.

Experience

Business Manager

Workwell Occupational Medicine, LLC
07/2008 - 06/2010

- Recruited, interviewed, and hired several Medical Assistants to keep up with clinic growth and expansion
 - Performed quarterly reviews of Physicians and Employees
 - Report a variety of data at the end of each month
 - Initiate and maintain trusting reltionships with supervisors, coworkers, and customers
 - Liaison between Physicians, Employees, and clientele
 - Perform basic accounting services, including the handling of cash and invoicing
 - Build loyal clientele through warm, friendly attitude
 - Establish work duties and ensure workflow is properly followed
-

Key Competencies

- Exceptional Customer Service
 - Customer Conflict Resolution
 - Meeting Planning and Facilitation
 - Reliable
 - Proficient in all Windows Programs
 - Training
-

Professional Experience

I believe that I would be an excellent candidate for this job! The past 10 years I have been unable to work due to a surgeon error that gave me a 5% chance to live. Thirty Eight surgeries later, and only two the past two years, I was ready to go back to continue my college education. I am more than ready and dedicated to pursue a career at this time and have the experience this company is looking for, and if given the opportunity, I would quickly prove to be an asset to the company.

Education

Nursing

University of Northern Colorado • Greeley, Colorado

Human Services with Concentration in Substance Abuse

Southern New Hampshire University • Online

