

Amanda Meier

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Career Objective

To obtain an opportunity to grow and learn more in the Administration field. I offer a strong background in data management, scheduling, and office administration skills. I am committed to improving my efficiency and productivity by leveraging my experience in administrative roles and I'm looking forward to contributing my problem-solving and customer service skills to a dynamic team.

Education

WESTERN TECHNICAL COLLEGE | ANTICIPATED GRADUATION APRIL 2026

- Major: Business Management

Committees

- SWWI MCHS Well-Being Committee 2023-Present
- Aspiring Leader Program 2020

Skills & Abilities

- Excellent organizational and time management skills
- Analytical decision making
- Exhibits superior communication and conflict-resolution skills
- Creating presentations and writing up reports
- Proficient in Word, Outlook, Excel, Adobe, PowerPoint, Visio, Microsoft Teams, Zoom, and Skype
- Ability to type 60+ wpm
- Provider onboarding

Experience

ADMINISTRATIVE ASSISTANT | MAYO CLINIC HEALTH SYSTEM | 2019 - PRESENT

- Provide administrative support to two Operation Administrators and oversee heavy calendar management and travel arrangements
- Excels in agenda planning and distributes minutes for multiple meetings and committees
- Maintains invoices
- RSS coordinator

PATIENT APPOINTMENT SPECIALIST | MAYO CLINIC HEALTH SYSTEM | 2014 - 2019

- Utilized excellent customer service to schedule and coordinate appointments via phone and email for multiple different departments
- Maintains utmost discretion when dealing with sensitive topics
- Greeted patients and made them feel comfortable while waiting for scheduled appointments

BAKER | MAYO CLINIC HEALTH SYSTEM | 2013 - 2014

- Prepared and decorated fresh bakery items daily
- Provided superior customer service
- Receiving cash and making change for customers