
OFFICE MANAGER
MORINO INSTITUTE NETPRENEUR

July 1999 – Present
Reston, Virginia

- ♦ Manage a regional online calendar and weekly event email newsletter with over 8,000+ subscribers.
 - Review event entries for compliance with guidelines and edit when necessary to maintain consistency.
 - Provide additional event information when appropriate.
 - Correspond with event hosts for clarification of information as needed.
 - Create a one-line synopsis of each event for inclusion in broadcast.
- ♦ Customer support for calendar, newsletter, events, and general website inquiries.
- ♦ Support management in event planning and production for regional monthly educational events of 250+ attendees. Responsibilities include:
 - Assist in management of online registration process including recruitment of volunteers, nametag creation and distribution.
 - Coordinate and secure catering, audio/visual, and transcription vendor services.
 - Assist in venue selection.
 - Assemble and distribute event collateral (posters, handouts, etc.) at the event.
 - Monitor overall event flow.
 - Ensure vendor invoices are reconciled and processed.
 - Compile statistics and generate reports tracking event attendance.
- ♦ Responsible for handling confidential and sensitive information.
- ♦ Maintain office supply inventory, press clippings, and assemble brochure collateral.
- ♦ Answer telephones, travel arrangements and filing.

CORE COMPETENCIES

- ♦ Committed to quality
- ♦ Attentive to detail
- ♦ Efficient multi-tasker
- ♦ Self starter
- ♦ Excellent communicator
- ♦ Quick and eager learner
- ♦ Goal oriented
- ♦ Team player
- ♦ Customer focused
- ♦ Exceptional work ethic
- ♦ Organized
- ♦ Flexible
- ♦ Cost Conscious

L & M TRANSPORT

Jan 1999 – May 1999
Pikesville, Maryland

Co-founder of mid-Atlantic transport service providing relocation of vehicles from auction sites to dealerships. Provided financial resources and assisted in planning the company's future direction.

LICENSED PHYSICAL THERAPIST ASSISTANT
FAIRFAX REHABILITATION, INC.
I CARE, INC.

May 1998 – December 1998
Fairfax, Virginia
Springfield, Virginia

- ♦ Provided physical therapy services to homebound patients.
- ♦ Conferred with physical therapist monthly to discuss and develop plan of care.
- ♦ Collaborated with nursing case managers and occupational therapists for coordination of skills.
- ♦ Provided written verification to insurance companies of patient's need for durable medical equipment.
- ♦ Documented patient progress following each visit for Medicare and insurance reimbursement.
- ♦ Established written home exercise and safety programs with patient and/or caregiver.
- ♦ Prepared eight page Medicare discharge summaries.
- ♦ Maintained records for billing.
- ♦ Coordinated weekly patient schedules between two therapy agencies.

LICENSED PHYSICAL THERAPIST ASSISTANT
MANORCARE HEALTH SERVICES

May 1995 – March 1998
Fairfax, Virginia

- ♦ Provided physical therapy services to subacute and rehabilitation residents.
- ♦ Executed physical therapists' plan of care with progression based on individual's progress and health status.
- ♦ Coordinated schedules and services with occupational and speech therapist.
- ♦ Maintained open communication with nursing, medical, and social services staffs to ensure optimum patient care.
- ♦ Participated in family care plan rounds.
- ♦ Documented patient's progress with weekly progress notes followed by monthly summaries.
- ♦ Recorded daily billing units for Medicare and insurance reimbursement.
- ♦ Participated in utilization review board meetings and served on wound care committees.

EDUCATION

Associate of Science – Physical Therapist Assistant, May 1995, Northern Virginia Community College, Annandale, VA

COMPUTER SKILLS

Microsoft Office 2000 - Outlook, Word, Excel, Access, PowerPoint; QuickBooks, LISTSERV, ACT, and Internet proficient

References Available Upon Request