Sheronda Nicks

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OBJECTIVE

Administrative professional with more than ten years of experience looking for a position in which I can use my administrative expertise while bringing an interesting perspective to the work environment.

**WORK EXPERIENCE**

**Administrator - Student Wellness Center | New York City College of Technology | 09/2012 - Present**

* Prepare payroll for the RN, MD and Massage Therapist, using the ESP Vendor.
* Keep track of inventory and order office/medical supplies and vaccinations.
* Processing of invoices through Ebusiness - ESP
* Answer high volume of calls and redirect calls to the various departments.
* Enter and manipulate data in excel spreadsheets.
* Manage and manipulate events and meetings on shared calendars.

**System Manager / Coordinator | Gotham Per Diem Inc. | 05/2008 – 01/2011**

* Coordinated licensed nurse practitioners (LPNs), social workers, personal care assistants (PCAs), and nutritionists cases.
* Managed the home care of over 300 patients.
* Ordered all equipment and supplies as needed.
* Communicated effectively, both orally and in writing, with all levels within the organization.

**Coordinator** **| Americare Certified Special Services Inc. | 04/2006 – 05/2008**

* Managed the home care of over 300 patients.
* Ordered all equipment and supplies as needed.
* Coordinated licensed RNs, LPNs, PCAs and social workers.
* Maintained all scheduled appointments made by the (RNs) assigned to patients.
* Monitored the activities and work assignments given to (LPN’s) after assessments are done.
* Updated patients’ files and entered their information in the system.

Education

**New York City College of Technology**  **01/2011 - Present**

Human Services

Computer Skills

Microsoft Word, PowerPoint, and Excel.

July 29, 2019

11 Clifton place

Brooklyn, NY 11238

Universal Music Group

New York, NY

Dear: To whom it may concern,

I would appreciate an opportunity to speak with you about how I can contribute to your company through my experience and management abilities that I have refined while being employed with various corporations.

As indicated by my resume, I offer over eleven years of experience. I have held various positions and have been responsible for communicating with numerous people. I am an effective and efficient administrative assistant, with adequate knowledge of bookkeeping, time management, and quality assurance management.

I also possess the ability to handle rapidly changing requirements and situations while maintaining a positive attitude. This gives me the ability to make sound decisions while utilizing employees and tools effectively to produce excellent results.

I look forward to further communications or correspondence to suggest a convenient time for us to discuss your current and future needs and how I might serve them.

Thank you in advance for your time,

Sincerely,

Sheronda Nicks