

Maxine Abrams

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I am a highly motivated, efficient, results-oriented and reliable administrative professional with 20+ years of experience. Diversified skill set covering administrative support, client and customer relations, project management and account management. Presently looking for a part-time job to supplement my income and pay outstanding school loans.

WORK EXPERIENCE

7-Eleven Convenience Store | Upper Darby, PA – January 2018 to September 2018 (store closed)

Sales Associate (Evening Part-Time)

- Greet customers and assist with direction and purchase
- Up sale any items offering one for two prices
- Organize the food and pizza preparation every two hours
- Key in money orders, loading of debit cards/gift cards or telephone cards
- Stock products, remove outdated products and assist with the nightly clean up.
- Meet delivery truck for products, check and scan incoming products and return incorrect or damaged products

St. Christopher Hospital | Philadelphia, PA – May 2015 to Present

Administrative Assistant – Division of Neonatology (Full-Time)

- Backup support for Chief of Neonatology (travel, drafting letters, coordinating meetings)
- Organize and distribute weekly on-call schedule for division
- Input monthly on call schedule in Intelliweb (from AMION software)
- Fellowship Coordinator- organize interview meetings, seminars, maintain duty hours, etc.
- Support Attendees (drafting letters, faxes, scanning, updating personal folders with renewed licensing and medical details)
- Working in multiple software (Intelliweb, P-Bar, Amion {Physician Portal}, Cerner, Passport, NaviNet, etc.)
- Assist on-call Attendees with distributing update status letters for all referring hospital (via fax, outlook email)
- Assist with billing and batching all bills process (inpatient and outpatient of Next Step Billing)
- Assist with tasking all denied claims (issues on insurance, patient name change or etc.)

(formerly Towers Watson) - JLT Re - Brokerage | Philadelphia, PA - 1987 to December 2014 (Laid-Off)

Senior Administrative – Brokerage Division (Full-Time)

Support senior executives, consultants and analyst with drafting letters and documents; initiating follow up as necessary

- Backup support for executive assistant of CEO/COO level executives
- Produce High-quality presentations using power point, excel exhibits and reports for variety of clients by adhering to corporate brand policy
- Complex Travel arrangements (including multi destinations-domestic and international, flights, hotel, car rentals and dinner reservations with clients)
- Scheduling and confirming conference meetings; creating itinerary booklets
- Maintain calendar and scheduling for a number of executives
- Manage variety of projects yearly with proven results
- Processes senior level expense reporting in a timely manner
- Event coordination and planning

EDUCATION

Business Management Courses

University of Phoenix - Philadelphia, PA | 2009 to 2014

Business

Technical High School - Philadelphia, PA | 1982, Graduated

ADDITIONAL INFORMATION

• MOS Certification in Word, Excel and Power Point • Expert User Microsoft Outlook • High volume telephone Switch board experience • Experienced Workflow Coordinator • Experienced event coordinator • Time Management Certification • One-Touch Register, Loading Credit Cards • Money Orders • Lottery • Nightly Audit • Ovens • Grills • Soft Drinks and Slurpee.

REFERENCES ATTACHED

REFERENCES:

Cherie Lynch (co-worker)
Night Supervisor
7-Eleven Store – Upper Darby, PA
267-792-5678

John Wei (co-worker)
Supervisor – Practice Manager
St. Christopher's Hospital – Philadelphia, PA
215-301-8667

Shelia Paige (co-worker)
Analyst
JLT Re Brokerage – Philadelphia, PA
610-220-9706

Evanique Lindsey (co-worker)
Paralegal
JLT Re Brokerage – Philadelphia, PA
215-219-4777