

# Savannah Tatton

## **Organized, Reliable, Executive Support**

Philadelphia, PA

[Sr.Tatton@gmail.com](mailto:Sr.Tatton@gmail.com)

(856)495-5016

I pride myself on providing excellent Customer Service at all times, I am consistent, always punctual and willing and able to grasp any new knowledge needed to accomplish the task at hand.

Authorized to work in the US for any employer

## Work Experience

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### **Executive Administrative Assistant**

Exclusive Mass Marketing Group - Philadelphia, PA

March 2018 to Present

Adeptly handle administrative matters including screening calls, updating calendars, travel, setting up meetings etc; ability to thrive in a fast pace environment and learn . Ability to keep executives on schedule, strong planning and organizational skills as well forward thinker. Proficient in MS Office skills as well as excellent communication skills.

### **Receptionist/Administrative Assistant**

Prime Choice Dental LLC - Philadelphia, PA

August 2017 to March 2018

Responsibilities Include: Providing Administrative support to the CEO and Executive Vice President of the company, Greeting patients, obtain patient information, dental eligibility, schedule appointments, answer phones, data entry, check patients out and collect all co-pays, submit all forms to insurance company, treatment plans, confirm all appointments, inventory of office supplies, sending invoices, organizing meetings and customer service.

### **Residential Advisor**

Resources for Human Development (RHD) - Philadelphia, PA

March 2017 to August 2017

The daily supervision of mentally challenged client included administering daily medications, assisting with planning and preparation of specialized diets, and assisting with daily ADL's. This position included the supervision scheduling and transportation of residents to medical appointments and family visits. The administrative aspects included planning and supervising outings for individuals and groups and managing resident's monthly budgets. The more hands-on aspects of the position included scheduling and supervising daily tasks of personal hygiene, grooming, decision making, setting priorities and facilitating interpersonal relationships among the intellectually disabled.

### **CSR/ Receptionist**

MAXIMUM RESEARCH - Cherry Hill, NJ

May 2014 to October 2016

In this position, I primarily conducted telecommunication studies for a variety of research topics. The ability to communicate effectively and obtain information from professionals and individuals

from diverse backgrounds was a key aspect in this position. The average study ranged from 20 to 90 minutes. I also performed Office administrative duties that include data entry, making staff's weekly schedules, greeting and making customers feel welcomed, organizing files and keeping front desk organized, scheduling appointments, confirming appointments, checking in with clients to see how the time spent at the office went.

### **RESIDENTIAL PROGRAM COUNSELOR**

Volunteers of America

February 2015 to November 2015

Assisting consumers with intellectual and psychological disabilities with their everyday lives

- Administering Medication
- Preparing meals and counseling in everyday healthy eating.
- Driving company van to all consumer events and appointments
- Redirection when displaying negative behavior
- Making sure working space is clean and secure

### **TELECOMMUNICATIONS SPECIALIST**

TELEPOINT - Cherry Hill, NJ

March 2014 to June 2014

Telecommunication specialist included making calls for collections, receiving donations, renewing subscriptions, and conducting surveys. This was a great company to work for and I excelled in this position, being consistently ranked among top five producers.

## Education

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### **HIGH SCHOOL DIPLOMA**

AUDUBON HIGH SCHOOL - Audubon, NJ

September 2008 to June 2012

## Skills

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Customer Service Experience (6 years), Microsoft Word (4 years), Data Entry (4 years), Open Dental (Less than 1 year), Multi-Line Phone System (4 years), Document Management (5 years), Administrative Support (3 years), Patient Care (6 years), Organizational Skills (7 years), Outlook, Administrative Assistant, Marketing

## Additional Information

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### Skills & Abilities

#### COMMUNICATION

- Outstanding interpersonal connection skills with diverse populations
- Excellent communication abilities; focusing on redirection and diversion
- Ability to interact with special needs/mentally challenged individuals
- Advanced customer service experience

#### OTHER SKILLS

- Conscientious, productive team member
- Ability to learn quickly, organized and focused
- Basic office skills include: Data entry, Program use of Microsoft Excel-Word-PowerPoint-Outlook, Open Dental, Effective and Accurate ability to write proposals & reports.