**Samantha Ramirez**

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C: 210.501.4038

**Work Experience:**

Oct 2014- Present **Frank’s Paving Co., Inc.** San Antonio, TX

Office/Construction Assistant:

* Answer telephone, screen and direct calls • Order all forms/paperwork used in the field
* Provide information to callers • Provide topics/issues for safety/employee meetings
* Ensure knowledge of staff movements • Coordinate employee appreciation events

in and out of organization • Maintain const. board schedule and meetings

* Prepare correspondence and documents • Maintain all outgoing proposals/Enter them in QKBKS
* Maintain appointments • Generate meeting minutes
* Organize/Coordinate meetings • Create new forms (time off, vacation, equip.)
* Organize/Maintain the office area • Maintain all project info.(contract, insurance, contacts)
* Take and relay messages
* Greet persons entering organization
* Provide general administrative and clerical

support

* Receive and sort mail and deliveries
* Coordinate with office and clients using Microsoft

Outlook

* Process payroll
* Entering/Paying bills in Quickbooks
* Process all new hire paperwork and procedures
* Maintain current employee information(I-9/OAG)
* Maintain uniform, fuel card, drug screen services

Sep 2013- Oct 2014 **Subway Restaurant** La Vernia, TX

Team Leader:

* Taking orders, preparing food • Maintaining and ordering inventory
* Balancing register, Making deposits • Opening and closing store
* Directing other staff on daily duties • Maintaining a clean work environment and quality customer service

Aug 2011- July 2012 **NE/OBGYN** Schertz, TX

Medical Records Clerk:

* Compiles, verifies, types, and files medical records. • Reviews medical records for completeness,
* Prepares folders and maintains records of newly assembles records into standard order, and

admitted patients. files records in designated areas according

* Locates, signs out, and delivers medical records to applicable alphabetic and numeric filing

requested by hospital departments. system.

* Compiles statistical data, such as admissions, • Operates computer to enter and retrieve

discharges, deaths, births, and types of treatment data and type correspondence and reports.

given. •May post results of laboratory tests to

* May assist other workers with coding of records. records and be designated Charting Clerk.

**Education:**

High School Diploma 2006-2010

**Skills:**

-Verbal and written communication -organizing and planning -Word

-Attention to detail -professional personal presentation -Excel

-Initiative -customer service orientation -Quickbooks

-Reliability -information management -60+ WPM