MEGAN AVERY

ADMINISTRATIVE PROFESSIONAL

ABOUT ME

I am an Administrative professional with over 10 years of experience. I have learned an extraordinary amount on what builds great office support. Between organizing the office, missing no detail, offering superior customer service, and being flexible to the challenges of change. I continue to evolve into the best office support I can be.

EDUCATIONAL HISTORY

Universtiy Of Phoenix

Associates Foundation of Business

Studied business organization, coordination, and ethics

Silverado High School

High School Diploma

ACCOMPLISHMENTS

Redesigned outdated marketing packets with matching presentation

Innovated a PO System

Successfully transitioned in person program to a fully virtual environment

SKILLS & SOFTWARE

Personal Assistance, Data Entry, Employee Training, Project & CRM Management, Schedule Coordination, Strong Attention to Detail.

Microsoft 365, EMR, RGM, Microsoft Suite/Teams, G-Suite, Onesource/Sharepoint, Salesforce, Canva, Harvest, Zywave, Paypal, Wix Web Creation, Navigator Payment, and Adobe.

WORK EXPERIENCE

Admin/ Case Manager

The Eating Recovery Center | July 2019 - April 2020

- Handled all CRM tasks for an outpatient program
- Updated a variety of software platforms daily
- Processed admissions, managed patients needs throughout the program, prepared discharge care coordination.
- Provided support to a team of psychologists.
- Managed all calendars, appointment books and conferences.
- Trained new employees, Promoted 4 times in an 8 month period

Project Manager/ Admin

Denver Railings and Metal Art| Jan 2018 - Mar 2019

- Managed complex projects from start to finish
- Collaborated with contractors and home owners
- Managed warehouse inventory, PO System and all shipping and receiving.

Executive Assistant

ISU Armac | Mar 2013 - Sept 2015

- Managed Workers' Compensation claims
- Traveled to present presentation for a premium improvement plan.
- Assisted CEO with daily activities, client management, and calendar/travel arrangements.