

Anette Picard

OFFICE ADMINISTRATOR

CONTACT

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PROFESSIONAL PROFILE

Although I am young I have always been a hard worker. I have been working since I was sixteen and don't know any other way. I pride myself on my work ethic, my ability to effectively complete tasks, and my tendency to go above and beyond what is asked of me. I was raised by two hardworking parents that have always taught me that nothing worth having comes easy. I am a humble worker, I never engage in work place drama and I truly am a positive person to be around. Although I don't have much experience I am a very quick learner, I don't ask many questions and rely on myself to self teach a lot.

SKILLS

- Word Processing & Typing
- Payroll
- Project Management
- Telephone Reception
- Customer/Client Relations
- Filing & Data Entry
- Planning & Research
- Organization
- Scheduling
- Multitasking
- Social Media Management
- Communication
- Microsoft office

WORK EXPERIENCE

Personal Assistant
Thu Phan | *Jacksonville, Florida* | 2012-2018

- My responsibilities included but were not limited to; payroll, employee management, organizing the office, filing paperwork, scheduling dinners/appointments, planning client meetings/planning vacations, keeping the work place as a positive environment and reinforcing rules to our employees.
- I helped keep things in order making my bosses life easier, giving her less stress and letting her focus on her goals.
- I started this job at 16 and at 18 I was already managing 20+ employees.

Office Administrator
Beacon Pediatric Behavioral Health | *Jacksonville, Florida* | 2018-Current

- I handle all of the insurance billing for our two offices. I also handle the remits which is after the insurance has paid out.
- I log all of our employees hours and log the insurance billing through excel sheets. I've designed a whole excel sheet for each employee, it is highly organized and efficient to limit any billing errors.
- I enter all of our data on a daily basis, I work efficiently and make sure everything is up to date.

LANGUAGES

English
Spanish (Written and spoken)