

# DEANNA VETZEL

736 E. DORCHESTER DRIVE ST. JOHNS, FL 32259

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## Skills Summary

- Skilled with greeting visitors, determining nature of business and directing to appropriate person.
- Knowledge of typing correspondences, reports and other documents.
- Ability to professionally and courteously answer multiple phone lines, providing information to callers as well as routing phone calls to appropriate people.
- Ability to manage multiple calendars to schedule appointments and meetings.
- Thorough understanding of making copies, filing correspondences, reports and records.
- Ability to arrange travel schedules and reservations.
- Able to converse effectively with all levels of colleges, clients and other contacts.
- Extremely proficient in Microsoft Office applications for both PC or Mac.

## Experience

- 2019 Auction Coordinator for First Grade Class at Christ Church Academy coming up with idea for basket to auction, asking for donations from local businesses, writing correspondences with parents, putting basket together and helping with other donations for school for auction, pricing for basket
- Room Mother 2018/2019 for First Grade Class at Christ Church Academy organizing parties, creating signup genius lists, writing correspondents with parents, making sure events are running for allotted time, placing volunteers where needed for party
- PTO Christ Church Academy
- Volunteer for Media of The London Sanctuary creating videos and sending out media in aid of adoption
- Room Mother 2017/2018 for Kindergarten Class at Julington Creek Elementary writing correspondents with parents, keeping organization at events, planning parties, keeping track of money for parties to purchase supplies, put together end of the year Kindergarten Class Party for over 100 students, in charge of asking Publix for donations, ordering supplies for goodie bags, putting goodie bags together, placing volunteers where needed and planning stations for children to enjoy the party, keeping track of allotted time, putting together sign up genius

- Medical Assistant 2014 at St. Augustine Ears, Nose and Throat making new patient packets, sending out packets to patients, inputting new patient information, electronic file management, answering patient calls, calling patients to remind of appointments, tending to patients, making sure documents were with right patient information as well as any outside documents for patient files, faxing patient records, faxing patient prescriptions, making appointments for patients, drawing blood, keeping doctor rooms tidy
- Medical Assistant Intern 2014 St. Augustine Primary Care answering calls, scheduling appointments, keeping files, maintaining files up to date, preparing documents, organizing patient information, book keeping, calling to remind patients of appointments, EKG's
- Assistant to President of Family Readiness and Homecoming Committee for USS McInerney organizing homecoming party, asking for donations from local businesses, keeping track of money for homecoming event, keeping minutes at meetings, planning and set up of Christmas party for military members and family, making sure correct commanding officers were posted of events, organizing shoe box auction and Christmas party wrapping to raise money for events
- Cox Communications 2006/2009 working for 2 radio stations, keeping track of supplies needed for events and stock, going to concerts and events and greeting contest winners as well as handing out merchandise for radio stations, calling venues to make sure event was happening, calling contest winners, organizing email lists, running tailgate parties for Jags, working with spreadsheets, working on all Microsoft Applications
- Starbucks Coffee Company 2005/2006 Barista making drinks, serving drinks, keeping track of supplies, answering radio events, talking to customers, opening and closing store, opening and closing tills
- Administrative Assistant 2005 Baker Distributing Company organizing files, filing documents, working on all Microsoft programs, making copies and faxes, sending out packets to other stores in district, making labels, keeping books up to date with payroll and workers information, communicating and working alongside with President of Company

## Education

Florida State College of Jacksonville  
 High School Diploma  
 2000

Jacksonville, FL

Concorde Career Institute  
 Medical Assistant Degree

Jacksonville, FL

2014

## **Awards and Acknowledgements**

Starbucks Mug Awards – Given to the barista who has gone above and beyond the normal job duties.