

Corinna Sinclair

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All inquiries will be kept confidential.

Aspiration:

I'm interested in growing within a company that seeks a passionate administrative assistant bringing administrative support, communication skills, organization, and excellent customer service skills. I also have a background in Graphic Design.

Experience:

Fresenius Medical Care | Administrative Assistant

8/2021-current

Organize travel arrangements and completes expense reports. Assist with various projects as assigned by direct supervisor. Prepares Team meetings, minutes, and memos. Run reports and send to teams. Monitor and communicate with teams confirming projects and tasks and following compliance. Make sure reports/files are updated and accurate. Event planning and assistance. Order Supplies up on request. Vendor setup and A/P.

J.R. Simplot Turf & Horticulture | Office Coordinator

1/3/2019-8/27/21

Front Office Administrative position at agriculture company. Duties include accounts AP/AR payable/receivable, knowledge of Microsoft Office, data entry, filing, answering phones, greeting customers/strong customer service. Running reports for sales and accounting. Record maintenance, prepare forms, writing orders, assisting with company projects and customers/sales.

UW Northwest Hospital and Medical Center | Patient Access Representative

8/01/16-6/21/2019

Experience in Outpatient Registration and Inpatient Admitting/Patient Access. Excellent customer service, registration and insurance verification, responsible for obtaining signed patient consents and demographic information, scanning and documenting in patient records. Admit/Discharge/Transfer patients. Setup pre-admissions/Hospice accounts. Support Front desk lobby with hospital information and sending medical staff patient documents. Ensuring patients receive the highest level of care. Verified, updated, and corrected patient-related information.

Acupuncture Media Works | Graphic Designer

6/13-12/14

Designed and printed health industry related products. Designed logos created business cards, and newsletters. Designed and created online ads and visuals for health-related industry-marketing websites. Customer service with clients regarding product orders. Sending, communicating, and confirming work orders. Working carefully with excellent communication and strong attention to detail with team on projects.

Education:

North Seattle Community College

6/14-6/16

- Full-time student from 2014/2016. Anatomy and Physiology, Medical Terminology, Nutrition – Medical Studies

Shoreline Community College

- Associates Degree in Visual Communications Technology/ Graphic Design 2002
- Associates Degree in Multi-Media 2010

Skills:

Ability to deliver superior personalized services and cultivate relationships. Team Player who listens and communicates well, with a passion for customer service. Highly experienced in design and technology with an administrative background. Technical skills include proficient with MS Office Suite, Type 50 WPM, Adobe Creative Software, Google Documents, Adobe Software, WordPress, Social Media Management and Teams. Able to learn systems/applications quickly and efficiently.