

# Administrative Assistant III

## Summary

I am a highly dedicated and dependable individual who possesses excellent verbal and written communication skills. I am efficient, organized and a hard worker who excels in multi-tasking and coordinating. My track record has demonstrated success in a professional environment where I am able to utilize my analytical skills and ability to build rapport with people at all levels. I am skilled at problem solving, conflict resolution, and able to help encourage teamwork. In addition, I have the ability to work well in a fast-paced environment. I aim to utilize my skills, knowledge and experience in a challenging role that allows for advancement and growth.

## Skills

- MS Office
- Outlook Express
- ECAPS
- Analytical skills
- Decision Making
- Leadership skills
- Organizational skills
- Management skills
- Time management
- Interpersonal skills

## Experience

### ADMINISTRATIVE ASSISTANT III | 10/2019 - Current

#### State Of Florida - Inverness, FL

- Participate in annual internal control reviews to ensure processes are working as intended and proper checks and balances are in place to control, prevent, and detect errors.
- Draft testimony for leaders/members to give before various legislative committees.
- Draft various contracting reports to support legislation related to the campaign.
- Created and wrote election code book
- Prepare legislative recommendations for County positions on specific legislative bills
- Prepare the Department's response to the County's State Legislative Agenda
- Prepare proposals and fact sheets for County Sponsored Proposals
- Legislative Related Correspondence
- Analyze and interpret Assembly and Senate Bills, County and City ordinances, and create or cause the production of the following:
  - Bills of Special Interest Summary
  - Compilation of election related laws chaptered through the current legislative session
  - The Legislative Guide to Election Laws: Summary of Election related legislation

# Administrative Support Assistant Iii Study Guide

**Mark Steyvers**

## **Administrative Support Assistant Iii Study Guide:**

*Study Guide for Kinn's The Administrative Medical Assistant - E-Book* Deborah B. Proctor,Brigitte Niedzwiecki,Julie Pepper,Payel Madero,2016-06-15 Get more practice with the essential medical assisting job skills Designed to support Kinn s The Administrative Medical Assistant An Applied Learning Approach 13th Edition Kinn s The Administrative Medical Assistant Study Guide and Procedure Checklist Manual Package An Applied Learning Approach 13th Edition offers a wide range of exercises to reinforce your understanding of common administrative skills including CAAHEP and ABHES competencies A variety of exercises test your knowledge and critical thinking skills with vocabulary review multiple choice fill in the blank and true false questions Additional exercises enhance learning with skills and concepts word puzzles case studies workplace applications and Internet activities Procedure checklists help you track your performance of every procedure included in the textbook Work products allow you to provide documentation to instructors and to accrediting organizations when a competency has been mastered Cross references tie together exercises in the study guide to the Connections theme in the main text NEW Eight procedure checklists based on CAAHEP competencies provide an assessment tool for MA procedures NEW Glucometer test results and Mantoux test records allow you to assess how well you re able to perform these procedures NEW Coverage of ICD 10 prepares you to use this new code set NEW SimChart for the Medical Office Connection ties EHR cases to appropriate chapters

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