

Rebecca “Danielle” Denney

Contact Information

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Address

220 Robert Street, Christiansburg, Virginia 24073

Key Skills

Proficient or familiar with a vast array of daily office operational functions including but not limited to:

Scheduling

Effective Communication

Event Planning

Time Management

Maintaining Confidentiality

Efficient Multi-Tasking

Self-Management

Highly Organized

Education

1990 to 1992

A.A.S., Business Administration (May 1992)

NEW RIVER COMMUNITY COLLEGE, Dublin, Virginia

1989 to 1990

General Studies

PIMA COMMUNITY COLLEGE, Tucson, Arizona

Work Experience

Edward Via College of Osteopathic Medicine (VCOM), Blacksburg, Virginia

Administrative Assistant for Obstetrics/Gynecology and Pediatrics

September 2012 to Present

(At one point, I was also the Administrative Assistant for Orthopedics for a total of three departments.)

- ✓ Coordinate and maintain student and preceptor records (logs, rotation schedules, exam grades, etc.)
- ✓ Collect all necessary faculty credentialing information and maintain records
- ✓ Maintain and update office outlook calendars for two departments
- ✓ Input and update lecture exam questions into Soft Teach Software
- ✓ Create and modify documents using word processing, spreadsheet, and database
- ✓ Support staff in assigned project-based work
- ✓ Monitor and assist with maintenance of departmental website pages
- ✓ Coordinate, organize, and schedule the Pelvic Model Program and Mountain Mission School trips
- ✓ Assist Clinical Affairs with special events and general office duties
- ✓ Coordinate site visits, conference calls, and zoom meetings (create and prepare meeting documents)
- ✓ Prepare expense reports and reimbursement forms
- ✓ Assist with coordinating and organizing lectures
- ✓ Assist in special events (Graduation, White Coat, Christmas Party, and VCOM Hospital Day)
- ✓ Coordinate information and events with site coordinators, preceptors, office managers, and students
- ✓ Assist with third-year and fourth-year student rotation placement and documentation
- ✓ Hold mock interview sessions for students preparing for residency interviews
- ✓ Create and present lectures on interviewing
- ✓ Train administrative assistants

New River Dermatology, Blacksburg, Virginia

Outreach and Patient Coordinator/Team Leader

July 2011 to July 2012

- ✓ Coordinated special events and community outreach projects
- ✓ Organized drug representative luncheons

- ✓ Improved internal employee relations
- ✓ Maintained confidential human resources files and ensured file and record correctness
- ✓ Assisted with candidate interviews and new hire orientation
- ✓ Kept all licensed staff credentials on file and up to date
- ✓ Evaluated schedule weekly to identify improvements based on defined regulations
- ✓ Covered front office (check in and check out)
- ✓ Confirmed patient appointments

Total Motion Physical Therapy, Christiansburg, Virginia

Office Manager

April 2010 to June 2011

- ✓ Supervised office staff and physical therapy students
- ✓ Scheduled and confirmed patient appointments
- ✓ Verified patient insurance
- ✓ Performed duties associated with patient billing and payment
- ✓ Managed medical records and filing
- ✓ Ensured a high level of customer service
- ✓ Developed relationships with area physicians to build customer base

Premier Designs Incorporated, Dallas, Texas

Independent Distributor

August 2005 to September 2011

- ✓ Booked and organized home shows
- ✓ Recruited new distributors
- ✓ Provided leadership and training to new distributors
- ✓ Coordinated training for jewelers and management
- ✓ Organized marketing campaigns for Premier
- ✓ Attended national leadership conferences and maintained all financial records

Coca-Cola, Roanoke, Virginia

Administrative Assistant to the Vice President of Operations

November 1993 to October 1998

- ✓ Planned and implemented special events and projects
- ✓ Coordinated travel reservations and lunch meetings
- ✓ Conducted office supply and uniform procurement
- ✓ Responsible for tracking and reporting temporary labor costs
- ✓ Maintained high level security operations
- ✓ Performed new hire orientation
- ✓ Effectively trained new administrative personnel
- ✓ Served as point of contact to vendors and contractors
- ✓ Maintained petty cash

Blue Ridge Bank, Christiansburg, Virginia

Teller

November 1992 to November 1993

- ✓ Greeted customers with high level of service
- ✓ Handled various monetary transactions and maintained confidentiality
- ✓ Assisted customers via telephone

Terrell's, Christiansburg, Virginia

Assistant Manager

January 1987 to October 1987 and March 1990 to 1992

- ✓ Assisted in inventory control and management
- ✓ Created and designed window displays
- ✓ Customized formal gowns and headpieces
- ✓ Created advertising campaigns