Linda Morales

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SUMMARY

Administrative assistant with seven years of experience supporting busy offices in finance and health care. Organized, calm with a full calendar, and comfortable with Microsoft 365, scheduling systems and basic bookkeeping.

EXPERIENCE

Halvorsen Advisory Group Indianapolis, IN
Administrative Assistant Apr 2022 – Present

- Manage calendars and travel for three partners and a team of 12 advisers
- Prepare client meeting packets and keep the client file system up to date
- Process about 80 expense reports a month and reconcile the office credit card
- Set up a shared request form that replaced most of the team's scheduling emails

Wickenhay Health Carmel, IN
Office Coordinator Aug 2019 – Mar 2022

- Scheduled appointments for four providers and handled insurance checks at check-in
- Ordered office and clinical supplies, keeping spending within the monthly budget
- Trained two new front desk staff on scheduling and patient privacy rules
- Kept the referral log current and followed up on missing paperwork with other offices

Elkmeadow Rehabilitation Hospital Indianapolis, IN
Front Desk Associate Jun 2017 – Jul 2019

- Greeted about 100 patients and visitors a day and answered a busy phone line
- Kept visitor logs and badges in order for a 90-bed hospital

EDUCATION

Basalt Bluff College Indianapolis, IN
Associate of Applied Science in Office Administration *May 2017*

SKILLS

Software: Microsoft 365, Google Workspace, QuickBooks
Office: Scheduling, travel booking, expense reports
Typing: 70 words per minute
Certifications: Microsoft Office Specialist (Excel)