



MADELEINE THOMAS

OFFICE MANAGER / BUSINESS ASSISTANT

CONTACT

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Web: <http://mt.melonpeel.com>

Location: Ashburn, Va

SKILLS

Communication

Data Analysis

Accounting

Planning & Scheduling

Ability to Work Under Pressure

Decision Making

Time Management

Conflict Resolution

Leadership

Adaptability

Teamwork

Creativity

PROFILE

I approach everything I do with high energy and a positive attitude. My passion is bringing order to chaos and improving business processes in a fast-paced team setting. I am organized, focussed, and thrive in a client facing environment.

EXPERIENCE

Neibauer Dental Care (Heartland Dental) , Woodbridge, Va
Business Assistant, June 2017 – Present

Achieves a high level of customer rapport by communicating effectively with patients and staff while maintaining an organized administrative schedule, account auditing, patient billing, billing to insurance, reviewing treatment plans and handling various administrative tasks.

The Medical Team, Reston, Va

Home Care Coordinator, January 2017 – June 2017

Coordinates services from multiple providers to facilitate care for the elderly and disabled. Manages a vast team of nursing assistants with scheduling, billing, payroll, patient and social services liaison, conducts various administrative tasks in a time-sensitive environment focussed on addressing critical patient needs.

Sweetwater Tavern, Falls Church, Va

Serving Staff, May 2016 – January 2017

Matchbox Food Group, Woodbridge, Va

Serving Staff, January 2016 – May 2016

Firebirds Wood Fired Grill, Woodbridge, Va

Serving Staff, January 2015 – January 2016

Panera Bread, Woodbridge, Va

Front of House Cashier, February 2013 – August 2013

EDUCATION

Radford University, Radford, Va

Student, August 2013 – June 2014

Northern Virginia Community College, Woodbridge, Va

Student, August 2014 – June 2015