***Trenice Green***

***647 Sizeler***

***Jefferson, La.70121***

***504.371.2458***

***tsa919@aol.com***

***Objective*** *:*

 *Striving for advancement and professional development while obtaining knowledge while learning new tasks.*

***Qualifications****:*

*Administrative Support*

*Customer Service and Relationship Management*

*Payroll Preparation*

*Staffing*

***Education****:*

*Delgado Community College, New Orleans, La. - Major: Journalism/Minor: Public Relations*

*University of New Orleans, New Orleans, La. - Major: Mass Communications*

***Relevant Experience****:*

*Nursing Administrative Assistant 2012-Present*

***Poydras Home*** *New Orleans,La.*

*All Administrative duties, Admission and Transfer paperwork for Residents charts, Appointment Scheduling, Staffing, Ordering/Stocking/Inventory of Residents Incontinent Care Products, Assist Director of Nursing with daily tasks, Data Entry of Residents Billing, Communicate with Vendors/Suppliers.*

*Staffing Coordinator 2010- 2011*

***PSA Healthcare*** *Metairie, La.*

*Scheduling nurses for special needs kids in all areas, Data Entry, On-Call Scheduling, Filing, References, Answering phones, Faxing/Copying.*

*Staffing Specialist 2008-2009*

***Ochsner Regional Pool****-Elmwood Harahan, La.*

*Scheduling, Data Entry, Filing, Answering phones, Faxing/Copying, Staffing of regional pool nurses.*

*Receptionist/ Greeter 2007-2008*

***Goodpeople Temp Agency/ Road Home Project*** *Kenner, La.*

*Greet Clients.*

*Assist in Check -In, Waiting Room, and Reception Desk answering/transferring multiple phone lines.*

*Fax/Copy documents.*

*Administrative Coordinator/Staffing Coordinator 2006- 2007*

***Worknet Staffing Services****, Metairie, LA.*

*Call Temps, place them on jobs, and Payroll.*

*Check In, and Follow-up calls to Clients.*

*Fill Job orders, and enter them into the system.*

*Pre-Interview Temps, and Set them up for Evaluations.*

*Answered / Transferred Business phone calls.*

***~ References upon request~***