

Chanda S. Adams

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QUALIFICATIONS

- Proficient in research, analysis, and presentation development.
- Competent using software including: Windows, Word, PowerPoint, E-mail, and the Internet.
- Effective management, technical, and supervisory skills.
- Demonstrated ability to meet the needs of patrons, dependable, hard working, reliable, and punctual.
- Recognized for long hours, commitment to customers, and attention to detail, professionalism, and follow-up.
- Use clear, concise communication skills in conjunction with organizational skills to perform daily duties.
- Work well as a team member or independently.
- Met or exceeded all performance goals to date.
- Resourceful, energetic, competent, multi-task and results-oriented.
- State Audit Review and preparation.
- Public speaking and presentation experience in small and large group settings.

SUMMARY OF EXPERIENCE

Office Manager/Administrator with 4 years experience planning and directing executive-level administrative affairs and support. Combined organizational and communication skills with the ability to independently plan and manage diverse business relationships. Strong time management and problem solving skills with ability to set priorities and manage multiple tasks.

WORK EXPERIENCE & ACHIEVEMENTS

ESE Paraprofessional/Teaching Assistant

08/2011 to 11/2011

Santa Rosa County Schools – ESE Department

Gulf Breeze Elementary, Gulf Breeze Middle, Gulf Breeze High, Chumuckla Elementary

Assist ESE liaison and ESE department with all aspects of in school ESE student IEP paperwork and meetings. Provide classroom coverage for teacher's involved in ESE IEP meetings with parents and students. Assist in audit review of permanent student ESE files. Provide one-on-one tutoring for eligible students; assist in classroom management, such as organizing instructional and other materials; provide assistance in computer, laboratory, library or media center environments; conduct parental involvement activities under the supervision of the classroom teacher; provide instructional services to students; assist students in personal hygiene; and perform duties required or assigned by the principal, ESE Director, or ESE Liaison.

Office Manager

06/2007 to 01/2011

Eastern Gate Memorial Gardens & Funeral Home

Responsible for the overall administrative function of the cemetery and funeral home including but not limited to overseeing and coordinating the processing of all operational

and accounting functions. Included in these functions are ownership, interment, and inventory record keeping. Reviewing reports and overseeing business processes such as bank deposits, manual checks, sales contracts, accounts receivable reports and purchasing documentation to ensure accuracy and adherence to Company policies and procedures. Perform advanced functions such as reconciliations, generation of reports, renewal of licenses, coordinate physical inventories and other special projects assigned by Senior Regional Management or Home Office. Responsible for hiring, training, and supervising cemetery and funeral home clerical and administrative staff as well as assisting location personnel as needed to meet the obligations to client families. Frequently interacts with high level Regional and Home Office staff contacts, requiring the use of business vocabulary, tact, discretion, and judgment. Coordinates and enters payroll management procedures for multiple funeral home and cemetery locations including report generation and accountability procedures.

Administrative Assistant

03/2007 to 06/2007

Eastern Gate Memorial Funeral Home

Receives and directs callers and visitors of work unit but may also perform a variety of clerical and other tasks requiring actions and decision making. Responsible for performing varied advanced clerical and secretarial duties in a timely manner. Collaborate directly with Santa Rosa County and Escambia County Health Departments on a regular basis concerning state and local policies and procedures dealing with funeral home issues such as death certificate and burial permit procedures. Plays key role in preparing, organizing, reviewing, and maintaining funeral home contracts. Maintains computerized and hard copy records of past and present funeral services and contracts as well as Pre-need funeral service contracts. Provide administrative support to Funeral Director's, Family Service Counselors, and visiting corporate managers. Prepare, research, and adjust accounts receivable accounting issues. Prepare, organize, and file deceased person's paperwork, to include: death certificates, social security administration papers, VA application for death benefit's paperwork, burial permits, and insurance claims. Prepare and process accounting statement's and collection statement's for overdue and open accounts.

United States Army

10/2006 to 12/2006

United States Army

Attended Boot Camp and received a Medical discharge.

School Health Technician

10/2005 to 10/2006

Pediatric Services of America, Inc.

Assisted and coordinated the care of the student body and staff of several Santa Rosa County District Schools. Collaborated directly with Santa Rosa County Health Department and Santa Rosa County School District officials on a regular basis concerning state and local policies and procedures as pertaining to student and faculty welfare. Played a key role in preparing, organizing, and maintaining several Santa Rosa County School District clinics. Played a key role in collaborating and improving the management procedures in respect to clinical procedures in our school clinics for Pediatric Services of America, Inc. Supervised and trained incoming school health technicians. Maintained and generated official records for use by the Santa Rosa County Health Department, Santa Rosa County School District, and Pediatric Services of America.

Full-Time College Student

01/2000 to 08/2004

Pensacola Junior College, University of West Florida

Undergraduate student at Pensacola Junior College and the University of West Florida. Graduated from Pensacola Junior College with an Associate of Arts Degree in Liberal Arts.

I am currently holding Junior/Senior status at the University of West Florida for a Bachelors Degree.

File Clerk, Receptionist

06/1998 to 05/1999

Medical Group of North Florida, Inc.

Served as multi-line phone system operator for entire medical staff. Demonstrated and expanded communication skills with the patients, family members, and staff. Maintained and reorganized medical filing system for entire medical practice. Provided support and collaboration to the head file clerk in preparing, obtaining, and coordinating medical records for patients and outside agencies with respect to state and local laws.

EDUCATION

Associates of Arts in Liberal Studies, 2002

Pensacola Junior College

Focused on Math, English, and Science.

CERTIFICATIONS

Notary Public

PROFESSIONAL REFERENCES

Tom Cox - General Manager
Pensacola Market Cemeteries
850-346-4191

Sue Vartz - Business Manager
Jacksonville, Tallahassee, and Pensacola Markets
386-846-1060

Jeff Wilkinson - Location Manager
National Cremation and Burial Society
850-776-3427

Jerald Mitchell - Location Manager
Roselawn Funeral Home
850-390-1187

Debra Sims
Santa Rosa School District Teacher
ESE Liaison – Gulf Breeze Middle & High Schools
770-601-4524

Michele Gibbs
Santa Rosa School District Teacher
ESE Liaison – Gulf Breeze & Chumuckla Elementary Schools
850-450-5116