

Elaine Kinzey
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Milwaukee, WI 53224
(414) 760-3173

PROFESSIONAL OBJECTIVE:	A position in general clerical and administrative support that will utilize experience and education for advancement to supervisory position.
EDUCATION:	Milwaukee Area Technical College, Associate Degree
1985 - 1988	Secretarial Science - General studies: Word Processing and Administration
1971 - 1972	Forest Park Community College, St. Louis, MO Sociology and English
SPECIAL TRAINING:	Typing, Word Processing, and Administrative Office Studies: Record Management. Training on Wang Word Processor, IBM, and Macintosh PC.; Programs - WordPerfect 5.1, 5.2, Microsoft Word, Excel, Lotus 1-2-3, dBASE III.
SPECIAL PROJECT:	F.W. Woolworth Company, Milwaukee, WI Supervised staff, inventory control, set-up displays for national and in-store sale events. Trained employees for register operation, customer service, and chair employee meetings.
WORK STUDY	Milwaukee Enterprise Center, Milwaukee, WI
10/87 - 1/88	Internship- Word processing, Administrative Assistant
EMPLOYMENT:	Milwaukee County Mental Health Complex, Milwaukee, WI
8/93 - 12/2012	Clerical Assistant I - Responsibilities: Typing Annual Reports, Behavioral Treatment Plans, Utilization reviews, filing, update Medical Reviews, guardian and resident lists, resident Flow sheets, directing phone communication, typing progress reports, updating records for patients consent, and inputting data into system. Maintain patient files of psychological reports and card indexing system. Enter and track service activities for psychologists and psychiatrists. Assist in coordinating admissions for internship program, preparing internship manual, training schedules, and clerical support to clinical psychologists and to the Qualified Mental Retardation Professionals.
9/92 - 8/93	Wisconsin Health Organization, Milwaukee, WI Medicaid Secretary: Performed administrative/secretarial functions for department, maintained all departmental files, document, and regulatory updates, maintained all Director's files in orderly manner, coordinate all departmental mailings and internal correspondence, prepared and distributed minutes of meetings, prepared documents for State reports and special projects.
3/88 - 7/92	Data Base Inc., Milwaukee, WI Administrative Assistant: Typing correspondence; filing; invoicing; answering phone, purchasing supplies, data entry, designing tests, preparing information for new student, giving orientation to prospective students, preparing certificates, attending meetings and workshops. Data Entry Supervisor: data entry, supervision of employees, scheduling, proofreading, delegating assignments, and typing.

7/86 - 9/87

Part-time

Ebenezer Child Care Center, Inc., Milwaukee, WI

Receptionist/Billing Clerk: Accounts payable, monitor accounts receivable for child care, answered telephone, typing, duplicating, and performed general office duties.

3/74 - 2/84

F.W. Woolworth Company, Milwaukee, WI

Sales Clerk - Office Manager: Cashier, inventory, stock control, customer service, processing incoming and outgoing mail, and maintaining the budget. Spearheaded organization, delegated and followed-up work assignments, banking and enforced company policies and rules.

2/73 - 3/74

Milwaukee County Court House, Milwaukee, WI

File Clerk: Filing, Xeroxing materials in Accounts Payable and locating missing checks for Milwaukee County Fraud Department.

8/70 - 9/72

Human Development Corporation, St. Louis MO.

Secretary for Adult Education Program: General office procedures, testing, and tutoring.

**PERSONAL
QUALITIES:**

Dependable, flexible, honest, outgoing, detail oriented, ability to work independently, trustworthy.

AWARDS:

Received award for Outstanding Customer Service from F.W. Woolworth Company.

Letter of Appreciation and Promotion from Data Base, Inc.

REFERENCES:

Available upon request.