



LINDA HARTER 23 LaVista Drive, Winter Springs, FL 32708 407-484-3433

OBJECTIVE: To secure a part-time clerical staff position where I best utilize my organizational and communication skills, accuracy and professionalism

PROFICIENCIES:

- Typing – 60 wpm, some shorthand
- Outstanding composition and communication (oral and written) skills
- Excellent organizational and time management skills
- Adept in the use of Microsoft Office – Word, Excel, Outlook, PowerPoint
- Self-starter, able to work without supervision

EXPERIENCE:

July 2004 to
Present

FLORIDA HOSPITAL 601 E Rollins St., Orlando, 32803

Foundation: 9/10 to present – Operations Support Coordinator

- Executive Assistant to VP and Chief Development Officer
 - Manages VP calendar, document preparation, meeting prep, maintain contact list, create reports, generate correspondence and provide support to the Development team, frequent contact with high profile community and business leaders
- Donor Relations Assistant – provides administrative support to Director, Donor Relations

Center for Health Futures, Winter Park, FL 32792 – **Coordinator II**
(Receptionist, Administrative Asst.)

- Office Manager, IS Coordinator – 6/05 to 9/10
 - Manage daily operations through interdepartmental knowledge and contact. Participate in assigned projects, manage director's calendar, coordinate and arrange meetings and event set-ups, including research and implementation of locations and meeting details, contacts Security for special requests pertaining to meetings, visitors, parking, etc., manages CFHF contracts - budget, reports, and invoices, participates in departmental meetings, takes minutes, tracks assignments.

June 2003 to
July 2004

The Wellspring Institute of Central Florida, LLC, Orlando, FL 32803

Administrative Assistant to the Director – Manage the everyday functions of the office for the Director of Behavioral Medicine; including maintaining appointment schedule for patients and the director, composing correspondence, transcribe dictation from both shorthand and tapes. Revamped filing system and updated patient intake packet; coordinated move to new facility and obtained upgraded phone system for new offices. Managed recent marketing campaign and designed corporate brochure.

July 2002 to
April 2003

MedWare Inc., Maitland, FL 32751 **Administrative Assistant/Receptionist**

- May 2000 to July 2002 **Professional Holistic Healthcare**, Maitland, FL 32751, Part-time – **Office Manager**
- Dec.1997 to April 2000 **Spraker, Fitzgerald & Tamayo, LLC** Financial Planning and Wealth Management, Maitland, FL 32751 – **Client Services Manager**
- March 1996 to August 1997 **Kohler Co., Hospitality & Real Estate Group**, The American Club, Kohler, WI 53044 - **Executive Secretary** to the General Manager of this AAA Five Diamond resort
- Jan. 1993 to Jan. '96 **Muth Mirror Systems, LLC**, Sheboygan, WI 53083 – **Executive Assistant**
- Dec.1991 to Jan. 1993 **Kohler Co., Public Affairs**, Kohler, WI 53044 – **Senior Secretary** to the Director
- May 1978 to June 1991 **ITT Automotive, Parts Supply Division**, Auburn Hills, MI
- 1987 – 1991 – Marketing Services Coordinator
 - 1984 – 1988 – Administrative Assistant – Vice President Sales/Marketing
 - 1980 – 1983 – Executive Secretary to the President
 - 1978 – 1980 – Executive Secretary to Division Comptroller

ACCOMPLISHMENTS:

- Composed entry for Industrial Development Award competition. Content honored outstanding direct marketing campaign
- Organized national sales meetings for 150 participants including travel, lodging, banquets, meeting accommodations, leisure activities
- Developed more effective reporting to Sales/Marketing department through liaison with Systems group, which resulted in effective, meaningful monthly, weekly and daily reporting

EDUCATION:

- Microsoft Office classes offered through Florida Hospital Training
- Continuing Education including Communication Skills for Managers, Intermediate Microsoft Office classes
- AMA's 10th Annual Briefing for Secretaries and Administrative Assistants "*Developing Competencies for the New Millennium*"

ACTIVITIES:

- Edited several books including – *I Am That I AM*, Richard C. Michael, Ph.D.; *Heart Disease – Been There, Done That*, Thomas Ferrante
- Sewing, walking, yoga, reading, past member of The Messiah Choral Society of Central Florida
- Volunteered at Florida Hospital's WPMH Gift Shop and Baby Place

References gladly furnished upon request