

CHAMONIE KOPP

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OBJECTIVE

To obtain a part-time job as an administrative assistant where I can utilize my ability to work in and adapt to a fast-paced and changing environment, work as part of a cohesive team, and provide excellent service.

EDUCATION

Concordia University, Irvine 08/2013

Bachelor of Science in Health Care Management

Relevant Coursework: Ethics, Law, Economics, Epidemiology, Statistics

California State University of Fullerton 05/2008

Bachelor of Arts in Communications

Concentration: Public Relations

WORK EXPERIENCE

Sage Hill School, Newport Coast 07/2020-05/2021

Health and Safety Coordinator

- Managed and Maintained the daily Wellness Review data
- Managed, reviewed and reported the data results from employees, student, parents, vendors and visitors pre-screening data.
- Assisted in emergency and operational communications acting as a communications hub for Campus Safety.
- Supported the Business and Admissions Office with daily operational tasks as needed.

Sage Hill School, Newport Coast 07/2018-07/2020

Academic Program Assistant to the Assistant Head of School for Academics

- Provided administrative support for the Assistant Head of School including meetings, calendar updates, travel arrangements, faculty evaluations, invoices, professional development requests and faculty/staff meeting minutes.
- Coordinated and arranged all student testing including final exams, PSAT's and AP Exams.
- Stocked and re-stocked all supplies and coffee for faculty.
- Provided daily support to all faculty members regarding requests and concerns.
- Coordinated summer mailings to all current and new faculty members in addition to assisting the registrar's office with student summer mailings.
- Coordinated all professional development travel arrangements for faculty including the summer institute retreats and opening meetings.
- Oversaw all substitute teachers including interviewing potential candidates and arranging last minute coverage for faculty on an as-needed basis.
- Assisted the executive assistant to the head of school with New Parent Orientation Night and Back-To-School Night.

Hoag Memorial Hospital Presbyterian, Newport Beach 12/2017-07/2018

Outpatient Care Coordinator, Maternal Mental Health Program

- Participated in assigned meetings and trainings; maintained calendars and schedules of patients and doctors; performed assigned financial duties and maintained assigned financial records; provided support for team; obtained and verified insurances.

Hoag Memorial Hospital Presbyterian, Newport Beach 04/2017-12/2017

Front Office Assistant, Hoag Pelvic Health Program

- Coordinated and organized office activities; performed a wide variety of administrative work including typing and proofreading; greeted visitors and provided information obtaining to the program; updated and maintained multiple calendars and schedules; established, maintained and assured proper use of confidential files.

Hoag Memorial Hospital Presbyterian, Newport Beach 11/2015- 04/2017

Admitting Representative, Emergency Department

Completed patient registration; verified all insurances and collected payments from patient; counseled and advised patients concerning financial alternatives and program options; met daily productivity expectations and maintained confidentiality of various aspects of hospital operation including sensitive and personal information.

Pacific Coast Physical Therapy, Newport Beach 04/2015 – 11/2015

Administrative Assistant

Updated and maintained multiple calendars as assigned; organized appointments and meetings; obtained and verified insurance information; input a variety of information into an assigned system; assured accuracy of input and output of data.

COMMUNITY INVOLVEMENT: Volunteer regularly with Bright and Beautiful Therapy Dogs with pet therapy dog Teddy, bringing hope and joy to children and the elderly.