

Anne Alvey

27 yrs exp as Secretary/PA. Medical Secretary Diploma.
Dental Surgery Nursing and reception duties.

W: <http://www.worky.com/anne-alvey>

In my 27 years of working I have provided continuous, high quality confidential support to Management Teams in Dublin and Galway and love being part of a team.

Am creative, resourceful and flexible; am able to adapt to changing priorities and maintain a positive attitude.

Am a loyal, discreet employee and possess a strong work ethic.

Have updated my skills by completing The Medical Secretary Diploma with Pitman Training.

Am a car owner and hold a current driving licence.

Anne Alvey's Professional Experience

2012 - Present

Laser Vision Eye Clinic - Practice Secretary

Receptionist/Administrator for busy ophthalmology practice.
Ensuring the smooth day to day running of the practice.

Roles and responsibilities:

booking appointments; updating patient records; taking payments; Letters to GP's; ordering medical supplies; surgery chairside.

Key Skills

ensure patient charts are up to date, maintain supply of medical stock , Manage busy diary , Receptionist, reconcile Groupon/Living Social payments, reconcile vhi payments

2010 - 2011

Michael Slattery Associates - personal assistant to the director

Personal Assistant to Managing Director of one of the country's most successful Fire Safety Engineering Companies. Duties included diary management; expenses; travel arrangements; typing reports, minutes; collating tenders to tight time deadlines; binding reports; filing; archiving; power point presentations.

Recently completed Medical Secretary Diploma with Pitman Training.

Proficient in Microsoft Office.2007/Outlook. Excellent keyboard skills. Dictaphone/Audio typing. Medical Terminology.

Key Skills

Audio typing, diary management, Filing, Keyboard skills, Outlook, personal assistant, Proficient in Microsoft Office 2007, Tender preparation and collation

1992 - 2009

TBD Group Holdings - personal assistant to the director

Provided continuous, high quality confidential support to the Managing Director and his team in a major Construction/Development Company. Duties included:

Cordinating schedules, appointments & travel arrangements.

Managing expense accounts and recovery.

Handling incoming email, post and faxes; corresponded on behalf of the Managing Director

Preparation, collation & binding of reports

Recording minutes using fast & accurate touch-typing

Dictaphone typing

Managing Company Residential Rental Property Portfolio and prepared monthly reports for Finance Department.

Liased with tenants, management companies, ensuring rents were paid on time and arranging repairs

Improved Company's filing system by developing and maintaining a simple but effective coding

system

Organised Annual Company Golf Outings to various locations throughout Ireland catering for up to 100 participants. Also arranged all Company staff outings

Undertook ad-hoc assignments and projects

Key Skills construction, Reports, Touch-typing

Anne Alvey's Education and Qualifications

2011 **Diploma - Medical Secretary**

Pitman Training, Pearse Street, Dublin 2

I decided to upgrade my computer skills by doing the Medical Secretary Diploma with Pitman. It gave me a fantastic grounding in the Microsoft Office suite of programmes 2007 version and keyboard skills as well as Dictaphone/Audio typing and medical terminology.

I like dealing with people and got great satisfaction in my role as Dental Surgery Nurse/Receptionist.

Further to the above I Volunteered for Charity work with Cancer Care West. Was on Committee for a running event held in Galway over a period of 4 years. Culminated in the building of a residential care centre attached to University Hospital in Galway for patients and their families attending for cancer treatment.

Volunteered for the Volvo Ocean Race in Galway which was very rewarding and a huge success.

2008 **Diploma - Diploma in Office Management**

Western Management Institute, Galway

Extensive coverage of:

HR Development

Purchasing Management

Business Law

Management Theory & Practice

Sales and Sales Management

1985 **Certificate - Dental Surgery Nursing**

Dublin Dental Hospital

I completed this certificate whilst working full time with Dr Andrew Woolfe, specialising in Crown and Bridgework. Duties included:

Chairside Assistance

Taking of x-rays

Mixing materials

Sterilisation of instruments

Liason with Laboratory technicians

Stock dental surgery supplies

Update patient records

Meet greet and reassure patients

Make appointments

Answer telephone

Issue invoices/receipts

Take payments

Bank lodgements

Type reports

Maintain log of 6-month recall of patients

Role was very enjoyable as it was a mix of nursing and administration.

Anne Alvey's Additional Information

Interests

I enjoy outdoor pursuits from walking to sailing scuba diving snorkelling and gardening. I completed a boat delivery from Southern France to Greece as a crew of 3 which was a marvellous experience.

Teamwork is very important to me.
