

Bernadette Quinn

W: <http://www.worky.com/bernadette-quinn>

Bernadette Quinn's Professional Experience

2009 - Present **HSE Dublin Mid Leinster - Clerical Officer**

Clerical Officer

Typing & audio typing: all office correspondence, reports, minute - taking of meetings and the collating of all monthly returns and performance indicators.

Frontline response to the general public and professionals:

Recording all referral enquires

Sign-posting enquirers to other relevant services

Collating information for various partnership groups

Production of spreadsheets for PPARS and all service invoicing

Use of Excel and Access for collating data for Family Support Service, Family Welfare Conference Service, Homelessness Liaison Officer and Children First.
