

# Dawn Allen

W: <http://www.worky.com/dawn-allen>

## Dawn Allen's Professional Experience

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2011 - 2011 **NHS - Admin/Office assistant**

- Answering telephone calls and ringing referral clients from GP surgery's
  - Recording client details onto a confidential database
  - Take savageness from clients keeping data accurate and correct
  - Posting letters to clients
  - Collating forms and paper work for clients
  - Minute taking
  - Scanning personal records
  - Liasing with staff to confirm the correct database is used
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