

Raschel Brock
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OBJECTIVE: To obtain a position that will enable me to utilize my leadership skills, educational background, and ability to work well with people.

SUMMARY OF QUALIFICATIONS

- Master of Arts Organizational of Administration with emphasis of Leadership
- Ability to work independently and in a team setting
- Strong customer relations skills and excellent organizational skills
- Proficient in Microsoft Office, Internet, Blackboard, Banner, AS400, Reynolds&Reynolds, ADP

EDUCATION

Master of Arts Organizational Administration with emphasis of Leadership, November 2010, Mid America Nazarene University, Olathe, KS

Bachelor of Arts in Management of Human Relations, September 2009, Mid America Nazarene University, Olathe, KS

Associate of Applied Science Degree, Administrative Assistant, May 2006, Johnson County Community College, Overland Park, KS

Administrative Support Specialist Certificate Program, Office Careers Certificate Program, May 2006, Johnson County Community College, Overland Park, KS

PROFESSIONAL EXPERIENCE

Olathe School District USD 233, Olathe, KS 2010-now

Data Operator-enter enrollment information, answer phones, assist parents and students with log-on questions, back up attendances office, create schedules for students, create and print grades, and assist in the counselor department.

Attendance Secretary- answer phones, write passes for students to leave, excuse, or unexcused absences, print schedules, look up information in AS400, type data in excel.

Paraprofessional- assists the teachers and help students to achieve their academic goals.

Johnson County Community College, Overland Park, KS 2004 – 2010

Office Assistant-Dining Services-created and design menus to post on the web, assisted and fill in for the cashiers, code and post invoices for accounts payables, order office supplies for employees, handle all of the new hire information, manage and process all the time cards, and calculated deposits.

Records/Registration Clerk-handle and process transcript request for students, assist students with enrollment and withdrawal process, data entry, and scanning documents.

Financial Aid- data entry, sort and distributed mail, manage data in banner, and process information to be mailed to the students.

Student Activities- manage data in banner, help with posters, and ids.

Olathe School District USD 233, Olathe, KS 2007 – 2008

Bus Aide-monitor preschoolers on bus, read books to the preschoolers, and make sure the children are dropped off and picked up safely.

Menorah Medical Center, Leawood, KS 2003 – 2004

Patient Information Coordinator-Interview and preregister patients, process patient information into the computer, collect all appropriate documentation for managed care programs regarding referrals and authorizations, distribute HIPPA paperwork, and prep the patient for surgery and take vital signs.

Lab One, Overland Park, KS 2000 – 2003

Insurance Client Service Customer Service Rep.

Maintain database, handle all customers inquires by telephone regarding verbal reporting of lab results, report laboratory results to clients using establish protocols, handle scan documents, and make copies and fax documents.

Steve Oliver Dodge, Overland Park, KS 1996-1999

Account Payable, Cashier, and Receptionist- Post invoices to accounts, data entry, greet customers; balance the cashier office every night, back up the cashier, answer switchboard with multi-lines and any other misc task.

Organization, Vice President of the Park North Cooperative Board of Directors, May 2008-present