

THERESA MILLS
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ADMINISTRATIVE PROFESSIONAL
Legal / Medical / Nonprofit

PROFESSIONAL PROFILE

Enthusiastic, reliable, and conscientious support professional with extensive experience and advancement in a variety of professional office environments. Ability to serve an integral role in client services and general office operations. Accustomed to a fast-paced setting that demands professionalism at every level.

- Effective in managing time, coordinating details and balancing competing demands. Proven ability to answer and screen calls, make travel arrangements, and schedule appointments.
- Extensive experience in standard office functions as well as basic accounting procedures.
- Exceptional interpersonal and communication skills. Able to develop easy rapport with others while building trust and ensuring discretion in management of confidential information.

Core Competencies

- Account/Client Relations
- Senior Management Support
- Confidential Correspondence and Data
- Preparation of Board Minutes
- Transcription Expertise
- Multitasking
- File Management

Technical Skills

- Knowledge of medical and legal terminology
- Keyboarding speed of 100+ words per minute
- Software: Word, Excel, Outlook, Quicken, and QuickBooks

PROFESSIONAL EXPERIENCE

KidsVax.org™, Concord, NH
Administrative Assistant

Present

- New Hampshire Vaccine Association
- Maine Vaccine Board
- Washington Vaccine Association

CONCORD CHRISTIAN ACADEMY, Concord, NH
Executive Assistant

2011-Present

Provide various levels of administrative support to the headmaster, board chair, chief operating officer, and dean of academics. Scope of responsibility is diverse and includes virtually every type of administrative support function.

- Attend monthly Board meetings and prepare agendas and minutes for the CCA Board.
- Creation of various desktop publishing projects for development and fundraising programs.
- Create and maintain mailing lists and coordinate mass mailings for various fundraising initiatives.
- Prepare and submit required State forms for all staff and volunteers.
- Assist with cash management responsibilities for various school programs.

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LUBA G. RICHTER, DMD, PA, Concord, NH

2010-2011

Patient Coordinator

Front office responsibilities to assist with maintaining daily patient flow in a busy orthodontic practice.

- Scheduled patient appointments and coordinated appointment with outside specialists.
- Prepared various office correspondence to patients, parents, and professional offices.
- Updated and maintained the office schedule.
- Managed patient charts.
- Reception duties.

CONCORD CHRISTIAN ACADEMY, Concord, NH

2008-2010

Volunteer Coordinator/Executive Assistant

Provided administrative support to the board chair, chief operating officer, board members, and other professional faculty and staff. Scope of responsibility was diverse and included virtually every type of administrative support function.

- Attended monthly Board meetings and prepared agendas and minutes for the CCA and Alliance Boards.
- Updated mailing lists and coordinated mass mailings for various fundraising initiatives.
- Prepared and submitted required background checks and performed reference checks for all volunteers.
- Updated volunteer policy documents, coordinated projects, and scheduled volunteer service hours.
- Maintained the database to track contact information and document volunteer hours.
- Assumed cash-management responsibilities for various school programs.
- Provided reception and telephone coverage as needed.

SULLOWAY & HOLLIS, Concord, NH

2006-2008

Legal Assistant

Responsible for providing administrative support to a senior partner, as well as a new associate attorney.

- Prepared legal documents for filing with the court.
- Drafted standard correspondence to outside attorneys and courts.
- Scheduled depositions with various witnesses and outside attorneys.
- Arranged necessary travel to out-of-town depositions/meetings.
- Answered the telephone for both attorneys.
- Worked with bookkeeping department to resolve billing concerns.

MOUNTAIN VIEW OFFICE SUPPORT, Dunbarton, NH

1988-2008

Owner

Self-employed providing transcription and various office support services to a wide variety of clients throughout the State. Performed all functions of maintaining and growing a business including: bookkeeping, scheduling appointments, meeting with clients, maintaining and purchasing office equipment, and answering the telephone. Clients included:

- Oral surgeons
- Radiologists
- Chiropractors
- Psychologists
- Insurance Companies
- Law offices

EDUCATION

NEW HAMPSHIRE TECHNICAL INSTITUTE, Concord, NH

2003

Degree: A.S., General Studies
Medical Transcription Certificate

THE THOMAS SCHOOL OF BUSINESS, Concord, NH

1980

Honors Certificate – Medical Secretary