ZARIAH BARBARY

**Assistant Office Manager**

Lagoa, Portugal 8400-328 | US Cell: 713-349-4183 | Email: [ms.zariahbarbary@gmail.com](mailto:ms.zariahbarbary@gmail.com)

**PROFESSIONAL SUMMARY**

As an accomplished Assistant Office Manager with over 7 years of comprehensive experience in office management, and over 16 years of administrative duties, tasks, and executive support. Demonstrating exceptional organizational skills and a keen ability to streamline operations, effectively coordinate schedules, manage digital documentation systems, and execute numerous company events with high praise.

**BACKGROUND & SKILLS**

Event Planning and Calendar Management, Problem-Solving, Excellent Communication, Highly Organized, Initiative-taking, Great Customer Service, Confidentiality (HIPAA) & Osha Compliance, Detail-Oriented, Adaptability, Teamwork and Collaboration, Leadership, Emotional Intelligence, HR Functions, Office Administration, Data Management, Cost Reduction Strategies, Medical Records, General Office Equipment Experience, Reporting, Word Processing, Presentation, Data Analysis, Bookkeeping, Computer Savvy with Proficiency in Microsoft Office Suite and more.

**WORK EXPERIENCE:**

**ASSISTANT OFFICE MANAGER** Jul 2022 - Oct 2023

**Brilliant Auto Care, Houston, TX**

* Efficiently addressed and resolved customer inquiries and concerns, demonstrating exceptional professionalism and advanced problem-solving capabilities.
* Led a team of five to successfully transition to a digital documentation system, enhancing data security.
* Coordinated the scheduling and planning of company events and meetings, ensuring seamless execution and positive feedback.
* Implemented cost-saving strategies that reduced operational expenses without compromising service quality.
* Enhanced office ambiance and employee workspace, improving staff morale and productivity.

**TITLE SPECIALIST Mar 2021-June 2022**

**VROOM Executive Offices-Dealership, Houston, TX**

* Assisted Customers with Retrieving their Titles for their Vehicles
* Ensure that the Title was free of Liens and Clear of any Issues from third party Buyers or Sellers
* Prepared all Necessary Paperwork to assist with completing the Purchase of the Vehicle which required various administrative duties.
* Paid attention to details to ensure requirements and deadlines were met, such as signatures signed in the correct areas by all parties involved and completed for delivery of the Title in a timely manner
* Made sure all parts of the process were checked and completed before passing it on to the Next department

**ASSISTANT OFFICE MANAGER** Jan 2020 - Dec 2020

**Frontline Resource Complete Orthopedics, Houston, TX**

* Reorganized patient Files, Data Entry, Scheduled Appointments, assisted with surgery coordination, collaborating with medical staff to maximize clinic efficiency.
* Processed insurance claims and maintained accurate billing records, reducing errors and
* Partnered with healthcare providers to refine administrative procedures, significantly improving patient flow.
* Initiated a patient feedback system to identify areas for service improvement and increase patient satisfaction. Created Forms and ordered supplies for the Staff
* Developed an inclusive training program for staff, focusing on patient care and efficient clinic management.

**ADMINISTRATIVE OFFICE SPECIALIST** Jan 2018 - Dec 2019

**Rocky Mount Gastro, Lakewood, CO**

* Functioned as an intermediary between medical staff and the HR department, streamlining workflow processes.
* Coordinated healthcare personnel's recruitment and onboarding process, ensuring compliance with regulatory standards. Managed scheduling, appointments, and administrative tasks, meeting medical and HR needs.
* Maintained all office equipment, ensuring peak performance and reliability, maintained supply list and assisted Staff with various office duties
* Prepared Conference Room for weekly and monthly Staff Meetings, Physicians’ Meetings, Organized and Facilitated Luncheons
* Functioned as Face of the Central Business Office and Liaison between Visitors and Staff

**OFFICE SPECIALIST**/ **AMBASSADOR** Sept 2017 - Dec 2018

**Advanced Orthopedics, Denver, CO**

* Implemented and enforced office protocols to enhance organization and maintain a welcoming reception area. Assisted Patients with Check in and Out procedures
* Proficiently managed electronic medical records (EMR) systems, kept accurate and secure patient data
* Opened and Closed the Business daily, Answered Multi-phone lines worked in the Call Center 2 days a week and Scheduled Appointments
* Verified Insurance, Updated Patient file, Assisted with New Paperwork and Retrieval of Records upon request

**EDUCATION**

School: Heritage Institute

Degree: Occupational associate in science degree in Health & Business

**References given upon request!**