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Summary

I have demonstrated my ability to work remotely while being a mobile notary. I received the available opening through a text. I prepare and completed the paperwork at my home. Corresponded through emails, texts, the notary businesses website and via phone.

I have also had the offices for my personal businesses based out of my home. I have no distractions at my residence.

I have taken online programs for editing, proofreading, design, and creating online stores. i've been a moderator and admin for facebook groups for three years. i've worked with Wordpress, Etsy, Ebay, In Video, as well as posting items for sale on various internet sites. i'm familiar with many communication programs; including Slack, Chime, Microsoft access, G-mail, Yahoo and Zoom.

I am an experienced office manager with a demonstrated history of working in the hospital & health care industry. I am skilled in Microsoft Word, Salesforce, Base Camp, Google documents, design, photoshop, equipment maintenance, and administrative duties.

I am detail oriented and have been a natural problem solver and quality assurance person.

i have been an event planner through many of my past experiences as well. Im a very hands on person, i not only delegate but work side by side other staff members to get the project completed.

i have also worked in a butcher shop for a couple of years and for many years assisted my husband at the time with construction jobs. Ive demolished, drywalled, tape and bed, paint and tiled. im also experienced as a yard worker as well, planting flower beds, mowing and trimming trees.

Experience



Problem Analyst

Amazon

Dec 2021 - Present (1 year 1 month +)

Pet Sitter

Loving Pet Care Services

Sep 2020 - May 2022 (1 year 9 months)

Stagehand

Excited Events

Jun 2021 - Apr 2022 (11 months)

quality control equipment, drive a 17 foot box truck. set-up and take down decor. detail oriented and a good communicator

Notary

Self-employed

Jan 2021 - Mar 2021 (3 months)

mobile notary...signing and verifying loan documents



Seasonal Delivery Driver

UPS

Nov 2020 - Dec 2020 (2 months)

owner / operator

knj Vending

Aug 2017 - Jun 2020 (2 years 11 months)

restock, maintain, and accounting for vending machine business



Delivery Driver

Pizza Hut

Apr 2019 - Jan 2020 (10 months)



Driver

Railcrew Xpress

Nov 2018 - Aug 2019 (10 months)

Business Owner

FAIRLANE REALEASTAE

Oct 2017 - Jan 2019 (1 year 4 months)

flipped houses. purchase, remodel, resell



Administrative Assistant

Texas Health and Human Services

May 2016 - Feb 2018 (1 year 10 months)

Business Office Manager

Garrison Geriatric Education & Care Center

Mar 2015 - Apr 2016 (1 year 2 months)

Business Office Manager

Lakeridge Nursing & Rehabilitation Center

Feb 2013 - Mar 2014 (1 year 2 months)

Office Manager

Lakeridge Nursing Home & Rehab

Feb 2013 - Mar 2014 (1 year 2 months)

Responsible for a/p ,a/r, resident trust fund; petty cash.

Create billing statements and spreadsheet solutions.

Notary for the state of Texas.

Human Resources.
Collections and refunds.

Please note the top three positions and Lakeridge Nursing & Rehab were all moves within the same corporation.

business office manager

Southern Specialty rehab & nursing
Feb 2009 - Feb 2013 (4 years 1 month)

Office Manager

Southern Specialty Nursing & Rehab
Feb 2009 - Feb 2012 (3 years 1 month)
Same responsibilities as below for Lakeridge Nursing & Rehab.

Office Manager

Affordable Home Medical Equipment
May 2008 - Jan 2009 (9 months)
Maintaining employee files, employee time sheets
Ordering medical equipment from manufacturer.
Invoicing, a/r, a/p etc. in Quickbooks. Financial reports.
Billing Medicare, Medicaid, private individuals & businesses.

Office Manager

Wellnest Rehab
Oct 2006 - Apr 2008 (1 year 7 months)
Responsible for office equipment maintenance.
Maintaining employee files.
Contacting therapists for patient evaluations.
Billing nursing homes for therapy services.

Customer Service Representative

Rehab Plus Solutions
Mar 2006 - Oct 2006 (8 months)
Creating new product to meet customers needs.
Directing phone calls, entering orders, tracking shipments, invoicing.
Handling multiple customers world wide.
7/05 – 3/06 Lubbock Avalanche Journal



Sales Representative

Lubbock Avalanche-Journal
Mar 2005 - Jan 2006 (11 months)
Responsible for in-taking classified ads.

Cold calling, ad placement

Bookkeeper

Lakeridge Nursing Home & Rehab

Feb 2003 - Jul 2005 (2 years 6 months)

Responsible for accounts payable & accounts receivable; resident trust fund.

Created billing statements & spreadsheet solutions.

Responsible for collections & refunds.

Volunteer Organizer

Medina County Health Dept

Apr 2002 - Feb 2003 (11 months)

Duties include organizing, recruiting, & facilitating volunteers.

Designing & creating information boards, and writing newsletters.

Promotion of the Health Department by attending community meetings & events.

Administrative Manager

Park Falls Area Chamber of Commerce

May 1998 - Jun 2001 (3 years 2 months)

Responsible for fiscal accounting & reporting including P&L's, cash

Management & general accounting records.

Support Board of Directors (i.e. providing meeting agendas, notes & schedules).

Promote & assist member businesses.

Edit & update Chamber booklet.

Desktop publishing of various medias including flyers, newsletters, etc.

Responsible for all public relations & customer service aspects.

Organize & implement major community events.

Responsible for grant writing & facilitation of funds and reports to the state.

Developed and managed office staff, facility, equipment, schedules, & operations.

Responsible for communication with city, regional and state government offices.

Education



San Juan College

composition, technical writing, psychology, math

2004 - 2005

was taking basics



University of North Dakota

Computer Science

1984 - 1985



The University of Akron

Anatomy, medical terminology, physics

1983 - 1984

part of radiographer degree



Highland High School

High School Diploma, basics

1971 - 1983

Skills

Quality Auditing • Construction • Painting • Accounting • Client Liaison • Problem Solving • Event Management • Proofreading • Newsletters • Healthcare Management