

Judy Hollingsworth

Garland, TX 75044
hollingsworth29@yahoo.com
(214) 893-2379 | [linkedin.com/in/judyhollingsworth/](https://www.linkedin.com/in/judyhollingsworth/)

Administrative Professional

Senior Administrative Assistant with over 20 years dedicated to administrative support to executives and management teams. Adept at working in a challenging environment that needs strong organizational skills and multi-tasking. Meticulous and resourceful in spearheading, researching, and completing projects while maintaining a high level of professionalism. Excels at travel arrangement and event planning. Point of reference that takes care of everyday details for a smooth-running office. I am presently looking for a remote position in the evenings, and weekends, part-time.

PROFESSIONAL EXPERIENCE

Thrivent Financial

2022-current

Senior Administrative Associate

- Support Vice-President of Marketing and two Market Directors
- Schedule and maintain the calendar for 3 executives
- Organize meetings, workshops, training sessions with New Financial Advisors
- Order food for lunches and meetings for various types of meetings from 7 people to over 50.
- Set up new employees with computers, access to building/office
- Gather and enter receipts for expense reports
- Arrange travel with Concur for multiple executives
- Organize, set up, and execute Area Meetings including employees and CEO for a group of 50.

Texas Oncology

2017-2021

Senior Administrative Assistant

- Support the Practice Director, Nursing Manager and 10 physicians and staff of 100
- Liaison with all outside vendors and building management
- Maintain and update current contracts for equipment used for Lab, Pharmacy and Business Office
- Work with vendors in renewing and maintaining all leased equipment
- The Safety and Security Officer
- Approve invoices for payment and research past due invoices
- Order kitchen and office supplies
- Credentialing
- Calculate and enter the daily Charge Entries for hospital visits

Integrative Emergency Services (IES)

2016-2017

Administrative Associate

- Supported COO and Contracts Manager
- Executed audits containing information on physicians, site locations using various software
- Created organizational charts, correspondence, merged mailing
- Worked on special projects

Fannie Mae

2013-2015

Administrative Support III

- Coordinated travel arrangements, expense reports and schedules for vice president and three directors

Fannie Mae

2013-2015

Administrative Support III

- Gave expert oversight to facilities, floor plan, and office arrangements for 230 employees and contractors which included ordering office supplies
- Helped presided over town hall meetings by doing presentation
- Designed and update organizational chart that illustrated employee and contractor relationships
- Drove key efforts in saving more than \$8k by locating used monitors
- Worked on special projects

EDUCATION

Associate degree in Business

University of Phoenix, Dallas

Bachelor's degree in Healthcare Administration

University of Phoenix, Dallas

Training

Microsoft Office, Word, Excel, Outlook, Share Point, Visio, Concur, PeopleSoft, OneDrive,