

TAISH CAMPBELL

New York, NY •646.820.1358 •tai.campbell@outlook.com

SUMMARY

Accomplished administrative support professional with an excellent reputation for solving problems, improving customer satisfaction, and driving overall operational improvements. Resourceful and experienced assistant offering expertise in customer service, travel coordination, and file management with a proven track record of providing exceptional customer service in a fast-paced environment. Dedicated team member with great attention to detail and strong organizational skills. Capable of handling multiple projects simultaneously with a high degree of accuracy. Self-motivated work ethic with the ability to perform effectively in independent or team environments. Proficient in maintaining stringent financial controls and timelines.

PROFESSIONAL EXPERIENCE

ALIVE INSIDE, New York, NY

12/2016 – Present

Audience Engagement Coordinator

- Support planning and coordination of all engagements
- Ensure the implementation of policies and practices
- Maintain budget and track expenditures and transactions
- Manage communications through media relations, social media, etc.
- Help build positive relationships among the team members and with external parties
- Schedule and organize meetings and events and maintain agenda
- Ensure technology is used correctly for all operations (video conferencing, presentations, etc.)
- Prepare all paperwork and order materials needed
- Maintain up-to-date records and create reports or proposals
- Support growth and program development through engagements

QS MBA FAIRS, New York, NY

01/2014 – Present

Event Assistant

- Help set up events, register potential students, and answer questions about the fair at events three times a year

HOWARD J LERNER, DMD, New York, NY

01/2016 – 04/2018

Receptionist and Office Manager

- Used practice management software to gather patients' medical history and information, schedule appointments, run the daily treatment schedule, and manage patient financial records
- Gathered and verified patient insurance eligibility
- Filed and recorded both electronic and paper-based insurance claims and followed-up with insurance companies for unpaid and missed claims
- Communicated effectively with patients and suppliers over the phone and in person, scheduling appointments, communicating with insurance companies, and ordering supplies
- Collected and processed cash, credit, and check payments from patients
- Performed general administration and other non-clinical administrative tasks as required, including photocopying, scanning, faxing, printing, and sorting, filing, and sending forms

TALKSTOTREES PRODUCTIONS, New York, NY

01/2016 – 04/2018

Talent Coordinator and Office Production Assistant

- Created and posted listings for talent
- Helped set up and conduct auditions and wrangled talent on set
- Performed administrative tasks as required, including filing, researching, entering data, creating and sending emails, running errands, answering the telephone, and organizing the office
- Assisted with on-set petty cash and meals
- Created and distributed paperwork for crew and talent.
- Assisted on-set as needed

CONNIE COTTER-WEINSENSEEL, MSW, New York, NY

04/2014 – 10/2016

Office and Personal Assistant

- Assisted with appropriate paperwork and resolved routine administrative issues related to office functions
- Filed and recorded both electronic and paper-based insurance claims and followed-up with insurance companies for unpaid and missed claims
- Communicated effectively with patients and suppliers over the phone and in person, scheduling appointments, communicating with insurance companies, and ordering supplies
- Ran errands, scheduled appointments, arranged travel, and prepared documents
- Performed other administrative tasks as required, including filing, researching, entering data, and organizing the office

CRITEO, New York, NY 09/2013 – 12/2013

Temp Seasonal Assistant

- Managed client web changes and fulfilled tasks for the team members

ROBIN KIRMAN, New York, NY

01/2012 – 06/2013

Personal Assistant and Typist

- Transcribed dictated notes for books and proofread documents
- Ran personal errands and performed other administrative tasks as required

CHILDREN'S FITNESS RESCUE PROGRAM, New York, NY

10/2010 – 04/2013

Personal Assistant to the President

- Organized receipts for business expenses
- Managed budget-heavy paperwork
- Performed administrative tasks and bookkeeping as required

BLD INC., New York, NY

11/2011 – 06/2012

Customer Service Assistant

- Managed a high volume of customer service requests via telephone and email
- Made sales calls, followed up with vendors, and processed orders
- Creating UPS shipping labels
- Organized calendars and scheduled appointments
- Responsible for website management

RENEE DUMARR INC., New York, NY

09/2008 – 06/2009

Data Entry and Bookkeeping Assistant

- Met with sales representatives, answered the telephone, and scheduled meetings
- Met with clients and organized photo shoots
- Responsible for website design
- Handled payments and bank deposits
- Utilized QuickBooks for bookkeeping

ROBERT KUMAR PHOTOGRAPHY, New York, NY

01/2007 – 12/2008

Photography Studio Assistant

- Answered phone calls
- Performed data entry and bookkeeping in Excel
- Set up meetings
- Handled payments and contracts
- Posting ads and telemarketed
- Worked trade shows
- Maintained studio equipment and organized files and documents
- Created and maintained work schedules
- Resolved client concerns quickly and professionally

EDUCATION

LAGUARDIA COMMUNITY COLLEGE, Long Island City, NY

12/2010

Accounting and Business

TECHNICAL INSTITUTE OF AMERICA, New York, NY

12/2011

QuickBooks

Hampton School

06/2004

High School Diploma

SKILLS

Engagement Development • Planning and Coordination • Client Engagement and Assistance • Data Entry
Website Management • Database Management • Office Organization