

Kathryn Madigan

West Dundee, IL

kathryn.madigan84@gmail.com

630-258-2317

Authorized to work in the US for any employer

Work Experience

Billing Clerk

Melitta USA Inc - Elgin, IL

May 2018 to Present

Heavy processing of field tech service orders.

Marketing Assistant

Ortho Molecular Products - Lake Barrington, IL

2017 to 2018

Maintain and order marketing literature, travel arrangements, client dinners, monthly budget forecasting, A/P data entry for Marketing dept, shutdown internet violators

Administrative Assistant/Receptionist

Robert Half - Hoffman Estates, IL

2016 to 2017

Administrative and data entry support to several divisions, heavy computer based processes for e-documents, background checks, drug screens for candidates in Salesforce, answer multi line phones.

Assistant Project Coordinator Delivery Coordinator (Temp)

Insight - Hanover Park, IL

2015 to 2016

Excel spreadsheets, check delivery status in SAP, OA and TreeSap systems. Support Advanced Integration and Custom Configuration Labs. Daily use of Outlook, Power Point, Word and Publisher for departmental updates and newsletters.

Administrative Assistant

Dynacast - Elgin, IL

2011 to 2014

Coordinated Board of Director's meetings, prepared materials, site visits to prospective hotel venues, updated Policy Manual and Emergency Manual, negotiated contracts with vendors. Edited annual Membership Directory, supported Human Resources, Accounting, Engineering and Production departments with daily reports, processing and invoicing. Responsible for weekly processing of timecards for temps, arranged travel for company General Manager and helped Human Resources to recruit and set up interviews. Arranged off site meetings for MIM and Sales departments.

Front Office Assistant

Midwest Heart Specialists - Hoffman Estates, IL

2000 to 2002

High volume phone calls, welcomed patients in a courteous and friendly manner. Scheduled patient appointments, updated patient charts and assisted the billing department with coding.

Accounting Supervisor

New Resources Corporation - Rolling Meadows, IL

1994 to 1999

High volume of A/P for 5 business units in a Corporate Finance environment office.G/L, journal entries, bank deposits and write offs. Assisted MIS department with troubleshooting software before being rolled out to clients.

Customer Service and Accounts Payable

USA Today Newspaper - Bensenville, IL

1990 to 1994

Provided excellent customer service and troubleshooting skills to subscribing customers with paper issues, developed customer service relations with hotels and blue chip accounts, quarterly audit of Kankakee print site, processed weekly payables and efficiently maintained great vendor relations, assisted in budget preparations and data entry.

Education

Communications

Western Illinois University - Macomb, IL

Skills

Medical Terminology (2 years), Microsoft Office, Excel, PowerPoint (4 years), Excel, Invoice, Invoicing, Data Entry, Administrative Assistant, Receptionist, Billing, Accounting, Clerical, Filing, Microsoft Office, Outlook, Powerpoint, Scheduling

Certifications/Licenses

Grief Support Volunteer

2015 to Present

Driver's License

Additional Information

PTC President-Dundee Highlands: In charge of budgets and auction fundraiser.