

ANNA BRYN DEAKINS

SUMMARY OF QUALIFICATIONS

Administrative professional with six years' experience eager to meet new challenges. Welcomes the opportunity to work and learn in a business analysis environment and to contribute to the development of CompHealth. Adaptable to the diverse and ever-shifting needs of internal and external clientele and management and able to keep pace with spontaneous daily demands. Keen understanding of the needs of Locum Tenens sales representatives and business partners. Possesses excellent written and oral communication skills. Highly organized, versatile, personable and engaging.

PROFESSIONAL HISTORY

October 2010 – Present
Quality Assurance Analyst

CHG Companies, Inc.
Salt Lake City, UT

- Systematically analyzed and tested in-development software to identify bugs, inconsistencies and undesired functionality.
- Communicated daily with Project Managers to report the status and results of ongoing initiatives.
- Wrote and executed test cases designed to validate system requirements and user interface.
- Lent knowledge of the Locum Tenens industry to developers and management to solidify development direction.

May 2007 – October 2010
Assignment Coordinator

CompHealth Locum Tenens
Salt Lake City, UT

- Coordinated between physicians and all internal support teams to predict roadblocks, provide problem resolution and keep scheduled Locums assignments on track for successful completion.
- Partnered with team Sales Representatives to become a paramount collaborator and consultant in daily business.
- Worked with sales managers and GL accountants each month to analyze and reconcile the nonbillable reports and close sales team's monthly ledgers.
- Responsible for daily creation and distribution of critical documents, accomplished with speed and accuracy.
- Repeatedly adapted divisional training documents to be specialty-specific instructional resources for team Sales Representatives.
- Three-time Gordy Award recipient, two-time Putting People First award recipient and subsequent President's Club member.

May 2005 – May 2007
Administrative Assistant/Accounts Payable

Medallion Exploration
Holladay, UT

- As the company's single-person expense entry department, streamlined invoice processing by coding and verifying charges.
- Acted as liaison between Accounts Payable department and vendors to balance and maintain open payable accounts with the highest levels of confidentiality.
- Provided executive level administrative support and personal assistance to C.E.O. with focus on detail and efficiency.
- Provided one-on-one support for senior administrators for office regulation and special projects.
- Provide document management support for company profile reports, letter composition and account communications.
- Timely preparation of billing and payment tracking records.

February 2005 – May 2005
Phone-a-thon Caller

Development Office, University of Utah
Salt Lake City, UT

- Operated multi-function software while engaging university alumni over the phone to arrange for donations to specific accounts.
- Managed and updated detailed alumni records while keeping graduates informed of current affairs within their college of study.
- Organized and processed financial contributions via telephone with confidentiality and precision.
- Developed rapport with alumni in order to open continuing lines of communication between the University of Utah and its donors.

September 2003 – September 2004
Telephone Interviewer

Lighthouse Research and Development
Riverton, UT

- Conducted on- and off-site market research surveys and interviews throughout the Salt Lake Valley.
- Quickly assessed the qualifications of each interviewee while ensuring privacy and identity protection.
- Developed rapport with interviewee to sustain viable calling databases.

EDUCATION

August 2008 – Present
Sophomore; English B.A. and Linguistics B.A. in progress

Salt Lake Community College
Salt Lake City, UT

August 2004 – May 2005

University of Utah
Salt Lake City, UT

August 2001 – May 2004
Graduated with Honors

Riverton High School
Riverton, UT

References available upon request.