Nataliyah Angilletta

Assistant Administrator

Profile

Details

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(195) 137-0851

1234 Desert Lane, Phoenix, AZ 85001

Results-driven Assistant Administrator with 2 years of experience in providing comprehensive administrative support and ensuring smooth business operations. Adept at managing schedules, coordinating events, and maintaining organized documentation. Strong communication and interpersonal skills, with a proven ability to juggle multiple priorities in fast-paced environments. Committed to delivering exceptional service and improving overall efficiency and productivity.

Employment History

Assistant Administrator I at Arizona Department of Health Services, AZ

May 2023 - Present

- Successfully managed a $1.5 million budget for the department, resulting in a 10% cost savings and efficient allocation of resources throughout the fiscal year.
- Streamlined the processing of over 500 license applications for healthcare facilities, reducing the average turnaround time by 15% and improving customer satisfaction rates by 25%.
- Implemented a new data tracking system for internal and external reporting, increasing the accuracy of information by 20% and reducing the time spent on administrative tasks by 30%.

Assistant Administrator II at Arizona Department of Administration, AZ

Aug 2021 - Apr 2023

- Successfully managed a team of 10 staff members, increasing overall productivity by 25% within a one-year period.
- Streamlined office processes and procedures, resulting in a 30% reduction in paperwork and a 15% increase in efficiency across the department.
- Coordinated and executed a major office relocation project, completing the move ahead of schedule and 20% under budget.
- Implemented a new employee onboarding program, reducing employee turnover by 35% and increasing overall employee satisfaction by 20%.

Education

Bachelor of Business Administration in Healthcare Management at Arizona State University, Tempe, AZ

Sep 2017 - May 2021

Relevant Coursework: Healthcare Economics, Healthcare Policy and Law, Healthcare Finance, Healthcare Information Systems, Strategic