**Adele M. Munez**

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**SUMMARY**

* Highly effective office manager and near-term Human Resources graduate with 6 years’ experience managing office operations
* Comprehensive understanding of essential office management functions ranging from account receivables to management of benefits information

**TECHNICAL SKILLS AND LANGUAGES**

* High proficiency with all Microsoft Office applications
* Daily work with Chiropractic Medical Software
* Fluent in Spanish and Portuguese

**PROFESSIONAL EXPERIENCE**

Greenwich Chiropractic & Nutrition, Greenwich, CT May 2013 – Present

**Office Manager, October 2016 – Present**

* Managed key front-office functions for busy Chiropractic office including account receivables, bank deposits, inventories, financial reports, and benefits management
* Improved the efficiency of daily office operations while guiding and teaming with a staff of two employees; efforts resulted in increased patient collections and decreased patient waiting times; maintained a pleasant and professional environment to encourage patient satisfaction and comfort

**Administrative Assistant, May 2013 – September 2016**

* Balanced a variety of administrative tasks in a fast-paced environment while supporting external/internal communications between customers and health professionals
* Initiated and reconciled data and payment entries, managed office cash flows, and resolved issues with insurance companies with a high level of satisfaction for patients and business owners
* Covered all office functions during three-month absence of the Office Manager

**INTERNSHIP EXPERIENCE**

Best Cheese Corp., Purchase, NY November 2019 – May 2020

**Human Resources Intern**

* Augmented the Human Resources Department by processing an increased number of onboarding packages, documenting all requisite training; handled high volumes of incoming communications, improving workflow during the busiest season
* Appointed to HR teams responsible for employee wellness and diversity programs; communicated new and diverse programming to 500 company employees

**EDUCATION**

**Bachelor Business Administration Degree in Management December 2020**

Western Connecticut State University, Danbury, CT

* Worked 25+ hours weekly, maintaining full academic course load

**RELEVANT COURSEWORK**

Negotiations; Small Business and Entrepreneurship; Leadership; International Business