

Emily Lorgeree

Profile

Detail oriented and highly organized office administrator with over 12 years of experience in managing office operations, scheduling and coordinating tasks to ensure smooth business processes. Adept at handling administrative duties, maintain office supplies and supporting teams to improve overall efficiency. Proficient in office software, data entry and customer service, with a strong ability to multitask and prioritize. Known for maintaining a professional, positive and productive work environment.

SCHEDULE COORDINATOR | SOUTH SHORE HOSPITAL | OCTOBER 2021 – PRESENT

- Schedule appointments, consultations, and procedures at both the Birthing Unit and Maternal Fetal Medicine for multiple physicians
- Maintain confidential records
- Accurately register patients into Epic
- Apply for prior authorizations as needed
- Provide estimates for services as requested

RECORDING SECRETARY | HALIFAX/KINGSTON | 2020- PRESENT

- Attending Board of Selectmen meetings and School Committee meetings as needed.
- Scribe meeting minutes

ASSISTANT OFFICE MANAGER | AUTOMOTIVE INDUSTRY | 2013- 2021

- Accounting recording keeping such as inventory, vehicle sales, and accounting information into state and business programs
- Reconciliation of internal accounts and resolving discrepancies
- Cash flow such as service invoices, deposits, check writing and wire transfers
- Perfecting all vehicle titles for both incoming and outgoing vehicles.

Education

B.S. IN BUSINESS ADMINISTRATION W/ ACCOUNTING | EST. DECEMBER 2026 | SOUTHERN NEW HAMPSHIRE UNIVERSITY- CURRENTLY HOLD A 4.0 GPA

Skills & Abilities

- Scheduling
- Microsoft/Google software
- Communication and Critical Thinking
- Budgeting
- Customer Service