

Cristine Singer

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Office Management & Administrative Professional

Administrative professional managing business relationships with Senior-level Executives. Highly skilled in Office Administration and Management. Exceptional organizational, analytical and time management skills. Effective at implementing measures to ensure offices run at maximum efficiency.

Areas of Expertise

Office Management & Administration	Human Resources Coordinator	Accounts Payable & Receivable	Customer Service
Recruiting & Onboarding	Self-Starter	Leadership Skills	Database Management
Interpersonal Skills	Team Player	Excellent Written & Verbal Communication Skills	Problem Solver

PROFESSIONAL BACKGROUND

AcelRx Pharmaceuticals, Inc.

Redwood City, CA

2/2016 – 6/2020

Senior Administrative Specialist

Administrative responsibilities:

- Front desk Administrative Assistant: Answered all incoming calls & greeted visitors and vendors
- Provided professional support to the Chief Legal Officer, CEO & CFO as requested
- Provided company-wide Administrative support to ensure efficient business flows
- Provided support for Board meetings including scheduling and logistics
- Assisted Accounts Payable with Expense Report approvals and booking travel through Concur while following the T&E guidelines
- Assisted Payroll by tracking timesheets & hours for the Regulatory and Pharma Departments
- Performed quarterly internal audits for Pharma/Engineering Lab to ensure compliance with requirements/regulations and safety
- Organized and setup new employee offices or cubicles
- Responsible for interview scheduling, support, and related tasks
- Assisted with planning company events, handling logistics and ordering meals for meetings
- Managed schedules and calendars as appropriate

Facility responsibilities:

- Maintained master supply lists, weekly supply ordering & responsible for daily stocking and maintenance of the kitchen
- Managed off-site filing system, including master data base, storage and file recall
- Distributed mail and packages & maintained standard office, shipping, janitorial supplies
- Prepared rooms for events and meetings
- Assisted with building fob access and maintained data logs for SOX compliance
- Addressed & scheduled facility issues: painting, repairs, HVAC & coordinating the scheduling of handyman work as needed

Help Pain Medical Network

San Mateo, CA

5/2015 - 1/2016

Administrative Assistant

- Provided efficient administrative support to the VP of operations and General Manager
- Graded various psychological questionnaires requiring high level of accuracy
- Provided back-up reception, scheduled patients, data entry, scanned and compiled data as needed by the medical clinic
- Maintained strict confidentiality; adhered to all HIPAA guidelines/regulations; maintained understanding of company policies
- Processed high volume of Request for Authorizations (RFAs) for the San Mateo & Salinas clinic patients
- Professionally and ethically interacted with staff, patients, insurance parties; including adjusters, attorneys and outside customers

Nelson Staffing & Palo Alto Staffing

Palo Alto, CA

1/2015 – 5/2015

Adams Street Partners / Executive Assistant (Contract)

- Responsible for extensive calendar management and meeting coordination
- Arranged travel including hotel accommodations and car services for the Partners
- Processed expense reports in Concur

Stanford Medical Center / Referral Coordinator (Contract)

- Coordinated and facilitated scheduling
- Processed high-volume referrals for physician's offices and directed patients to appropriate specialty clinics
- Served as detail-oriented, collaborative team member in the processing of over 200 referrals per day

Rural/Metro Ambulance of Northern California

Milpitas, CA

7/2012 – 9/2014

Office Manager / Human Resources Coordinator**Office Manager Responsibilities:**

- Provided Administrative support to the Regional Director and Human Resources Manager
- Managed calendars and coordinated meetings & events
- Arranged and coordinated all aspects of travel
- Processed and tracked all Expense Reports
- Tracked and processed invoices. Followed up with vendors requesting payment status
- Tracked all city business licenses for both divisions: NorCal GT & Santa Clara County Ambulance
- Other Administrative duties as requested for special projects or internal audits

Human Resources Coordinator Responsibilities:

- Reviewed resumes, pre-screened candidates, and scheduled interviews for hiring managers
- Initiated and tracked pre-employment background checks
- Maintained the applicant tracking system ensuring it was current and up to date
- Responsible for maintenance of employee records and files
- Assisted with new hire orientation and created new hire packets
- Verified I-9 documentation and E-Verify
- Collected and tracked all new hire paperwork & certifications for EMTs, Paramedics and Nurses
- Tracked certifications in the database to ensure all employees were compliant with company policy
- Tracked attendance for 250+ employees
- Prepared corrective action documents
- Coordinated Annual Wellness Day & Biometric screenings for employees

EDUCATION, TRAINING & COMMUNITY SERVICE

Education**San Francisco State University**

Bachelor of Arts, Psychology

Computer Skills

Microsoft Office, G Suite, Concur T&E, Workday, iCims, Net Scheduler, Epic, Social Media Skills

Community Service

Peninsula Stroke Association Charity Events (2010 & 2012)