

Nikki Jetton

✦ About Me

I completed my Master's Degree in Business Administration in February 2023 to further develop myself and my career. I received my Bachelor's Degree in Business Administration in October 2020. I started my career at Murray Calloway County Hospital in September 2006. I worked as a Front Desk receptionist for 7 years until I advanced to a Medical Assistant in Occupational Medicine within the organization. I grew and developed my skills for four years until our director promoted me to Office Coordinator. I performed this role for 3 years. I spent 15 years at Murray Calloway County Hospital before joining the Marshall County Health Department team as an Administrative Secretary. After one year in this position, I was promoted to Administrative Specialist. This is the role I am currently performing.

✦ Education

- ◆ Master's Degree in Business Administration - Capella University
February 2022 - February 2023
- ◆ Bachelors's Degree in Business Administration - Capella University
February 2019 - October 2020
- ◆ Undeclared Major - Murray State University
August 2006 - May 2008
- ◆ High School Diploma - Calloway County High School
August 2002 - May 2006

✦ Experience

- ◆ Administrative Specialist - Marshall County Health Department
October 2022 - Current
Perform all roles of the Administrative Secretary in addition to more personnel actions such as taking over the Drug Free Workplace program. Collecting data and creating reports related to finances. Collecting liability insurances for companies associated with the health department. Arranging travel arrangements for all staff in the agency.
- ◆ Administrative Secretary - Marshall County Health Department
October 2021 - October 2022
Performing personnel actions including coordinating decisions between leadership and Frankfort such as raises, annual evaluations, promotions, and more. Tracking evaluation dates and required licensing. Working with the leadership team to ensure that all required personnel actions are completed by or before the due date. Completing Onboarding procedures for all new employees. Providing education information to all staff for necessary requirements and setting due dates. Assist Public Health Director with tasks such as projects, arranging travel, and any other tasks to make his job easier. Taking minutes for Leadership Team Meetings and Board of Health Meetings.
- ◆ Office Coordinator - Murray Calloway County Hospital Occupational Medicine
April 2019 - October 2021
Performed all roles previously done as medical assistant, with the added responsibilities of performing evaluations for the nurses and APRN in the clinic, disciplinary measures, and approving vacation time.

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✦ Experience

- ◆ Medical Assistant - Murray Calloway County Hospital Occupational Medicine

March 2014 - April 2019

I greeted all patients as they visited the clinic. Correlated with designated company representatives to arrange random drug screening, billing, or fulfilling any other needs the company needed to maintain a healthy business relationship. Performed drug screening, breath alcohol testing, respirator fit testing, vitals, and audiograms. Maintained statistics. Correlated with Human Resources to provide necessary and mandatory reports needed for employment. Scheduled all appointments for the clinic.

- ◆ Front Desk Receptionist - Murray Calloway County Hospital Center for Health and Wellness

September 2006 - March 2014

I greeted all guests that visited the facility. Helped all members with the any needs that they needed fulfilled during the duration of their stay. Joined and terminated members. Maintained inventory in Proshop. Took payments for merchandise and dues. Completed childcare in Kid Zone as needed.

✦ Skills

- ◆ Self-motivated
- ◆ Organization
- ◆ Quick Learner
- ◆ Writing Skills
- ◆ Microsoft Word
- ◆ Note Taking
- ◆ Multi-tasking
- ◆ Team Player