

Janell Andrews



Education

Westerville North High School, Westerville, OH
2004 – High School Graduate

University of Southeast Alaska, Juneau, AK
General Studies

ADMINISTRATIVE ASSISTANT II – STATE OF ALASKA DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES | October 2021 – Present

- Providing personnel and payroll support to the Southcoast Region at DOT

ADMINISTRATIVE ASSISTANT I – CITY & BOROUGH OF JUNEAU | JUNE 2021 – OCTOBER 2021

- Providing support to the Streets & Fleet Division and staff. Receptionist duties, assisting callers to the correct staff and department. Assist public with questions, complaints, request for service, and service contracts. Preparing and processing forms, documents, limited purchase orders, purchase request, and approving invoices for payment. Coordinates, completes, and processes human resource actions.

PARAEDUCATOR/SUPPORT STAFF – JUNEAU SCHOOL DISTRICT | FEBRUARY 2020 - JUNE 2020

- Works directly with students individually or small groups. Presents material and activities to improve skills with reading, writing, and math. Records grades and other measures of students' progress and behavior.

OFFICE MANAGER | DR. MINDY SHAW, DDS. | NOVEMBER 2018 – JANUARY 2020

- Administering day-to-day activities including patient and employee relations. Management of marketing and communications, accounts receivable, manage compliance with HIPAA, OSHA, and state/federal regulations, bank deposits. Oversee patient relations and handling patient complaints, insurance billing and accounts. Maintaining confidential files.

ADMINISTRATIVE ASSISTANT | VALLEY BAPTIST ACADEMY | AUGUST 2017 - NOVEMBER 2018

- Oversee student attendance. Clerical duties, answering and returning phone calls, maintaining student records including vaccine records. Support teachers in and out of classrooms. Ordering school supplies. Organizing school events and programs. Coordinating school fundraisers.