

JACKSON MCADAMS

OFFICE MANAGER - CLINICAL MEDICAL STUDENT - NOTARY PUBLIC

(205) 994-0822 – pikejackson@outlook.com

132 Jones Road, Nauvoo, Alabama 35578-5921

Summary

Experienced and versatile C-suite assistant and office administrator adept at managing multiple projects, office responsibilities, and temporary employees with ease. Expert time and priority management methods, and excellent written and verbal communication abilities. Smoothly balances projects, assistance, staff and client needs, and supply inventory to accomplish daily goals, fulfill executive needs, and ensure office function. Beginning transition into healthcare field via Clinical Medical Assisting, and will be certified in June 2024.

Competencies

- Microsoft Office Suite, including Excel
- Scouting and contracting vendors
- Office inventory management
- Scheduling meetings, booking travel
- Adobe Photoshop, InDesign, and Acrobat
- Paying, documenting, and processing expenses
- Sensitive and confidential material handling
- 60 wpm typing speed and 10-key proficient

Experience

2018 – 2022 | The University of Alabama at Birmingham | Birmingham, Alabama

Office Administrator – Office of the Provost

Regular responsibilities

- Managed office function, including inventory, ordering, and paying vendors for services provided
- Managed temporary employees during full-time staff shortages
- Managed office use of departmental state vehicle, escorting executives to events when needed
- Scheduled and booked venues for conferences, meetings, travel, and virtual events
- Assisted with executive searches by creating itineraries, scheduling interviews, booking hotels and rental vehicles, escorting candidates, and creating forms for evaluation of candidates
- Assisted with event planning and coordination, including commencement (3,000+ attendees)
- Kept track of and managed calendars of 5+ executives and administrators to plan for incoming guests, and to ensure meeting times followed and scheduled events attended
- Managed office use of Departmental P-Card for ordering supplies and making purchases
- Utilized Oracle software to pay vendors and provide supporting documentation for finance team

Major accomplishments

- Contracted new vendor to update student graduation passports from physical to digital, allowing students to register and check in at Commencement with their smartphones
- Created and uploaded all office files to new digital filing system, replacing previous physical filing, improving organization of documents and ease of search
- Led team and managed creative process of magazine, designed all artwork and text in InDesign, and distributed magazine across campus to 2,000+ readers in UAB School of Medicine
- Created a department-wide employee recognition system, allowing management to give employees praise for work and service, now used regularly by over 300 Provost Office staff

2017-2018 | Sally Beauty | Birmingham, Alabama

Sales Associate

- Maintained knowledge of promotions, guidelines, payment policies and security practices
- Encouraged monthly up-sale items to customers, following management's expected selling rate
- Built and maintained relationships with peers to drive team success toward sales goals

2015-2017 | Walmart | Irondale, Alabama

Optician / Optical Sales

- Drove sales of frames and lenses plus warranty plans by applying proactive methods of customer service, knowledge of customer preferences and active listening skills
- Up-sold products, warranties, and plans to customers as expected by management
- Kept detailed inventory of high-value stock with accuracy and with minimal oversight

Education and Training

The University of Alabama at Birmingham | Birmingham, Alabama

Bachelor of Science in Organizational Communication - *Originally Expected December*

2025, but will be following different degree path: RN/BSN, then DNP/Psychiatric Nurse Practitioner

Jefferson State Community College | Hoover, Alabama

Clinical Medical Assistant Certification - *Present, to be completed June 2024*

Bevill State Community College | Hoover, Alabama

Associate of Science in Nursing - *Present, to be completed 2026*

Walker County Center of Technology | Jasper, Alabama

Career Certificate in Graphic Design – *2015*

Professional Memberships

Alabama Education Association – *2018-Present*

National Association of Commencement Officers – *2020-Present*

Events Attended: 2020 NAACO Conference