**Laura Nicole Rudtke**

Calle Jimena 22,2-C●La Madraza, Granada, 18014 Spain●699 591 368●lauranicole2012@gmail.com

**ADMINISTRATIVE PROFESSIONAL**

Highly accomplished professional credited with extensive expertise in business development, student relations, meeting/exceeding deadlines, and Administrative specialist with the proven ability to work with accounts, medical records, and a wide range of administrative duties. Exceptional communicator noted for excellent language skills in German and English, with strong work ethic, solid organization skills, and the ability to build and maintain professional relationships.

**KEY STRENGTHS**

Administration● Student Relations ●Customer Service ● Accounts ● Medical Records ●Problem Solving

**PROFESSIONAL EXPERIENCE**

**Private English Tutoring**

Granada, Spain, 10/2017-

**ICTQ Malta Ltd., English Language School, Administrator/PR/Student Relations**

Mellieha, Malta, 12/2013 – 05/2016

* Utilize expertise to care for Administration duties and monitor student welfare, including invoicing, human resources, building maintenance and staff management.
* Apply skills as an Accommodation officer and a Host Family liaison.
* Marketing materials translation into German language

**DGA Architects, Administrator/Receptionist,** San Diego, USA, 2005-2012

* Demonstrated skills while assisting the Interior Design Department.
* Maintained library and handled administration duties.

**M. Durson, Inc., Medical Record Reviewer,** San Diego, USA, 2005-Present

Summarized and abstracted psychiatric medical records

**The Hand Center, Medical Transcriptionist,** San Diego, USA, 2005-2006

Transcribed chart notes and medical records from digital software

**KEM LLC., Administrative Assistant,** San Diego, USA, 2003-2005

* Demonstrated experience while charged with processing Hazardous Waste State documents.
* Displayed skills with Data entry, Credit Card payments, and the collection of delinquent accounts.

**Phoenix Direct Mail, Administrative Assistant,** San Diego USA, 2002-2003

Manifested abilities in QuickBook entries, A/P & A/R, Invoicing, and Data entry.

**Inlingua and BCU, Germany, English/German Language Teacher,** 1999-2002

* Exemplified expertise while Teaching Beginners and Business English.
* Assisted students with the development of conversation skills.
* Translations German-English

**EDUCATION**

**South West London Business College,** Business Administration

**Emergency First Aid at Work Course,** Fire Warden Course

**LANGUAGE**

English - Native Language ●German - Fluent● Spanish – Basic