Janelle Cobb

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My Key Qualifications

- Currently an **Administrative Assistant I at HealthPartners**, a nonprofit integrated healthcare provider, handling calendars, meeting scheduling, and correspondence for a clinic operations team.
- **SharePoint** records work in live practice: scanned and uploaded 420 documents in 8 weeks, rebuilding a backlogged clinic filing structure under department standards.
- Full **Microsoft Office** suite (Outlook, Word, Excel, PowerPoint), used daily for document preparation, agendas, and supply reorder tracking.
- Delivered agendas and materials on time for **18 consecutive weekly meetings**, tracking drafts and follow-ups through an Outlook checklist.
- Cut front-desk supply stockouts from 5 to 1 per month by tracking reorder points in Excel and submitting purchase requests through established procedures.
- Business Administration BS (2025) plus a capstone that cut record **retrieval time from 6 minutes to 2** across 40 sample records.

Experience

Administrative Assistant I — **HealthPartners**, an integrated nonprofit healthcare provider and health plan

May 2025 – Present · 1 yr 6 mos

- Organized a backlogged shared filing structure for clinic administrative records, scanning and uploading 420 documents in 8 weeks into SharePoint under department filing standards.
- Improved meeting preparation for a recurring department huddle, delivering agendas and materials on time for 18 consecutive weekly meetings using a checklist maintained in Outlook and Word.
- Reduced routine office supply shortages for front-desk materials, cutting stockout incidents from 5 in one month to 1 the next by tracking reorder points in Excel and submitting purchase requests earlier through established procedures.
- Prepare and proofread documents, maintain digital and paper filing systems, scan records, and track office supply and equipment requests.

Education

- **Metropolitan State University** — Bachelor of Science in Business Administration · 2021 – 2025

Projects

- **Campus Records Access Capstone**

Built a document indexing and folder structure plan for a campus student-services office so staff could store and retrieve shared administrative records more easily. Cut test retrieval time from 6 minutes to 2 minutes across 40 sample records.
Tech: SharePoint, Microsoft Excel, Microsoft Word

- **Nonprofit Board Packet Project**
  Created formatted agendas, presentation materials, and meeting notes templates for a local nonprofit client as part of a business communications course team. Produced a 28-page board packet and meeting template set delivered by the class deadline.
  Tech: Microsoft PowerPoint, Microsoft Word, Adobe Acrobat

Skills

- **Microsoft Office:** Microsoft Outlook, Microsoft Word, Microsoft Excel, Microsoft PowerPoint
- **Administrative Operations:** SharePoint, Document Management, Meeting Coordination, Invoice and Purchase Request Support