

Beth Harrington

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PROFESSIONAL EXPERIENCE:

04/11–Present **Administrative Assistant**

DMA Health Strategies, Lexington, MA

- Prepare documents related to Access to Recovery (ATR) grant
- Take minutes at meetings pertaining to ATR
- Prepare graphs and spreadsheets of Alcohol Screening/Assessment data
- Organize informational files/articles on shared computer drive
- Processing service delivery reports (EIM)
- Processing payment invoices for a unit budget of \$140 million
- Processing travel reimbursements for BSAS and MTCP
- Updating templates and questionnaires for Request for Response (RFR) applications taken from Comm-Pass
- Other administrative tasks associated w/ ATR (scheduling meetings, filing, word-processing, etc.) and the Planning & Development Unit

2008-2011 **Administrative Assistant/Receptionist**

Professional Staffing Group, Boston, MA

Department of Public Health—Bureau of Substance Abuse Services (BSAS) & Electronic Invoice Management (EIM/ESM) (July 2009 – present)

- Supervision of preparation for internal RFR audit
- Data entry—processing treatment enrollments (EIM)
- Reviewing and updating Licensing and Credential Reports for substance abuse service sites throughout Massachusetts
- Creating tutorials to instruct clients on how to navigate our web-based enterprise invoice management system
- Creating a filing system for accounting records for the administrative & finance unit
- Creating coding system for substance abuse death causes in Microsoft Access
- Fiscal Year 2011 contract activation
- Uploading of criteria files for Block Grant Fiscal Year '11

Department of Public Health—Office of HIV/AIDS (August 2008 – July 2009)

- Data entry of rapid result testing forms; Needle Exchange forms into Microsoft Access database
- Scanned Prevention & Education documents
- Served as the receptionist for the Office of HIV/AIDS and Bureau of Substance Abuse Services in the afternoon
- Served as backup to the Executive Assistant

Massachusetts Board of Registration in Medicine—Licensing Department (April 2008 – July 2008)

- Worked call center for doctors checking on the status of their license applications—up to eighty or more calls a day.
- Entered physician’s license applications into a database and sorted their materials into folders.

Dana Farber Cancer Institute—Office for the Protection of Research Subjects (March 2008 – April 2008)

- Reception, handled incoming and outgoing mail, entering cancer protocol amendments into computer database systems

2008-Present

Circulation Assistant

Harvard Law Library, Cambridge, MA

- Check Out/Check in books for patrons, etc. in database
- Answering questions for students
- Locating materials in Online Library Catalogue (HOLLIS) for student use
- Providing part-time night support in troubleshooting for Harvard Law Library’s several computer stations
- Monitoring and inspecting 33 print stations
- Scanning library documents for patrons

2005-2007

Computer Lab Consultant

Smith College External Technology Services, Northampton, MA

- Staffed front desk, answering phones and checking out media equipment (cameras, microphones, recorders) to students.
- Performed media setups involving laptops, data projectors, and other such equipment for classes.
- Updated educational software databases with new coursework material, especially when Smith College switched from one type of software (BlackBoard) to another (Moodle).
- Tech support and occasional other assignments.
- Performed security checks for media laboratories, including offices for digital and media activities in which valuable equipment was stored.

EDUCATION:

2007

Smith College, Northampton, MA

Bachelor of Arts, English Language & Literature, GPA: 3.51

VOLUNTEER ACTIVITES:

7/08-Present

Kaji Aso Studio, Boston, MA - Served as a volunteer distributing information at events as well as hosting an art sales table

2007

Northampton Independent Film Festival, Northampton, MA

2009

Boston Area Rape Crisis Center, Boston

I helped set up tables and distribute t-shirts at the Walk For Change to help end domestic violence and sexual assault.