

# Vanessa N. Lewis

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## WORK EXPERIENCE

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- Christian Community Health Center** 10/2008 –  
Current  
Clinical Administrative Assistant  
Chicago, IL
- Assist Executive Assistant to Chief Medical Officer
  - Coordinate community health seminars and special events
  - Mobile Van Program: create patient chart, coordinate van flow & create and organize monthly, yearly, and grant reports
  - Support to Medical Providers and Medical Assistant Staff
- Flowers Communications Group** 08/2008  
– 09/2008  
Freelance Contractor Chicago,  
IL
- Sox Bud Billiken Parade: Coordinate Sox Tent (Organizing Tent Flow, Setup and Break down)
  - Miller Gallery Of Greats & Portraits of Success: Organizing Microsoft Access Database of the Artwork
  - McDonalds County Club Hills Parade
- Macy's** 11/2007 –  
06/2008  
Lenox Square Mall: Selling Associate Atlanta,  
GA
- Open & Close cash register
  - Organize large amounts of inventory
  - Coordinate flow of Fitting Room
  - Assist customers with purchases
- Christian Community Health Center** 06/2005 –  
09/2007  
Administrative/Marketing Intern Chicago,  
IL
- Clerical Office Work
  - Assisted with marketing projects: mailings, flyers, community relations, & organizing databases
  - Coordinate Special Events: community forums, annual gala & health fairs
  - Mobile Van Program: patient chart inserts, coordinate van flow and monthly, yearly, and grant reports
- Grapevine Communications** 06/2005 –  
09/2007

**Marsha J. Eaglin, President & CEO**

Chicago,

IL

Freelance PR/Personal Assistant

- Coordinate & Organize Events

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## **EDUCATION**

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### **Chicago State University**

08/2008 – Current

Major: Marketing / Minor: Public Relations

Chicago,

IL

Expected Graduation: May 2010

### **American InterContinental University**

10/2007–

06/2008

Associate of Arts in Fashion Design

Atlanta,

GA

Graduation: 06/2008

G.P.A: 3.7/4.0

### **Morgan Park High School**

09/1999

– 06/2003

Graduated 06/2003

Chicago,

IL

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## **SKILLS SUMMARY**

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- Proficient in Microsoft Office: Word, Excel, Access, Powerpoint
- Honest , responsible leader & works well with people
- Excellent communication, organizational and event management skills

References Available upon request