

# JANET FORMANACK

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I am a highly motivated and detail-oriented administrative professional with over nine years of experience supporting high-level executives, managing 35 employees, and office operations in the healthcare industry. I also have ten years of experience working in a state agency and ten additional years of experience in the property management industry. I am seeking a position where I can utilize my organizational skills, attention to detail, and customer service to support a team and ensure patient satisfaction.

## **WORK EXPERIENCE**

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VALLEY PAIN CENTERS | 2014 – present

### **Executive Assistant to CEO**

- Expanded a successful surgical center from one location to three.
- Hired and supervised a team of 35 employees, including doctors, medical professionals, and administrative staff.
- Acquired appropriate ambulatory surgical center certifications, including CMS and AAAHC.

ARIZONA DEPARTMENT OF ECONOMIC SECURITY | 2004 – 2014

### **Case Manager II**

- Responsible for intake, assessment, and re-certification of food stamps, cash assistance, and medical AHCCCS.
- Processed thousands of cases over the ten years with an accuracy rate of at least 95%.

BALCOR PROPERTY MANAGEMENT | 1994 – 2004

### **Property Manager**

- Managed an apartment complex with 880 units.
- Supervised a maintenance crew of about 30 people.
- Hired, trained, and supervised office staff of about 10 people.
- Led tours and negotiated leases.

## **VOLUNTEER EXPERIENCE**

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ST VINCENT DE PAUL | 2020 – 2023

- Assembled emergency family food boxes at the distribution center.
- Organized and evaluated donations.

## **CERTIFICATION EXPERIENCES AND SKILLS**

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- ADP payroll.
- FEMA certified.
- CPR certified.
- Microsoft suite, INSYNC Medical platform, and Adobe Acrobat.