**SUMMARY**

4+ years of experience as a Front Desk Receptionist. A dynamic and result­oriented individual with experience in customer service. Focused on the customer and getting the job done in a timely manner.

**CORE COMPETENCIES**

Misys Tiger Medical Program, Microsoft Office, Multi­tasking, Flexibility, Telephone, Customer Service, Time Management, Organization, Attention to Detail, Scheduling, Professionalism, and Quality Focus.

**PROFESSIONAL EXPERIENCE**

# Front Desk Receptionist I

## ABC Corporation ­ June 2016 – Present

**Key Deliverables:**

* Keeping patient appointments on schedule by notifying the provider of the patients arrival.
* Keeping paperwork organized, ensure availability of treatment information by filing and retrieving patient records.
* Maintaining patient accounts by updating personal and financial information on the computer.
* Faxing referral to patients primary doctors and maintains business office supplies.
* Protecting patients rights by maintaining the confidentiality of personal and financial information.
* Maintaining operations by following policies and procedures and reporting things that change.
* Greeting all visitors and assist them directory or announce their arrival to staff.

# Associate Assembler

## ABC Corporation ­ May 2015 – June 2016

**Key Deliverables:**

* Performs electronic, electromechanical, mechanical, or similarly related repetitive to non­ repetitive production assembly operations related to hardware such as modules, boards, panels, drawers, frames, and cables.
* Performs assembly operations using established procedures, work instructions, schematics and or other approved documentation.
* Scheduled team members to improve cross­training knowledge and assembly expertise.
* Working with engineers ­ made recommendations to improve production processes and procedures.
* Trained and qualified new assemblers.
* Completed daily production logs and reports for production quality, quantity, and attendance.
* Assist supervisor promoting team members; identifying and resolving production and people issues.

**EDUCATION**

High School Or Equivalent ­ 2012(Orchard Park High School ­ Orchard Park, NY)Communication Arts ­ (SFSU)