**Position – Medical Receptionist**

**Medical Receptionist**

**Hospital #2**

April 2022 to June 2022

Appointment scheduling, directd patients to the right department, data entry, pulled cleaned and prepared patient charts, insurance verification, filed back charts in alphabetical order.

**Medical Assistant**

**Hospital #1**

February 2020 to March 2021

Appointment scheduling, took insurance information over the phone, called in prescriptions and prior authorizations, took patient vitals upon arrival, 120+ hours of medical assistant training.

**Daycare Worker**

**Company #3**

April 2018 to January 2021

Data entry, made newsletters for parents, kept an eye out on the children in each classroom, kept up with the charges of each student in microsoft office excel.

**Sales Representative**

**Company #2**

October 2016 to December 2017

Clerical duties, activation of phone lines and services, bill pay, lead in sales at all times.

**Waitress**

**Company #1**

March 2014 to October 2016

Handled cash money throughout the day, in charge of answering phones, taking to go orders and placing charges over the phone, greeting customers upon arrival, and kept the restaurant clean and organized at all times.

**Education**

**High School Diploma**