

Regina Bartlett

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Calgary, Alberta T3K 1A8

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Related Skills and Qualifications

- 36 years of office reception experience
- Excellent telephone and other secretarial skills
- Proficient in creating weekly reports, faxing, photocopying, clerical work
- Engaging and friendly communication ability
- Bilingual in English and Tagalog

Work Experience

Office Secretary/Receptionist
Canadian Martyrs Parish

January 2005 to June 2016

- Answer and process phone calls from parishioners
- Schedule appointments, sacraments, and events
- Coordinate with St. Francis High School for their church events
- Greet and direct visitors, handle inquiries
- Create weekly newsletter using Microsoft Word
- Make photocopies and send faxes daily

Medical Office Assistant
Dr. P.A. Mitha Medical Office

1980 to December 2004

- Greet and process incoming patients
- Answer phone, schedule patient appointments
- File confidential medical information
- Perform doctor referrals, order prescriptions
- Enter data into digital system
- Perform insurance and health care billings