

Jenna Leger
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I am seeking employment that utilizes my skills and interest.

QUALIFICATIONS

Certified Nurse Assistant (80 hours of clinicals)

Phlebotomy Technician (20 hours of clinicals)

EKG Technician

Customer Service Representative

Administrative Procedures

Patient Care Technician

EMPLOYMENT

July 2007 - November 2010 (Left to care for newborn)

November 2012 - July 2013 (Temporary Position Ended)

ExamOne Acadiana, Lafayette, LA

Customer Service Representative/Front Desk Administrator/Paramedical Examiner

While utilizing excellent phone and people skills as a Customer Service Representative, I was awarded Top Representative of 2007 for the entire Southeast Region. Half of the phone conversations included confirming, scheduling and canceling appointments while the other half consisted of speaking with life insurance agents to take in orders and handle any questions on proposed insureds. This happened on a multi-line phone system with only allowing 2 rings before answering. I also performed paramedical examinations for life insurance applicants throughout Acadiana, both in office and mobile. Exams included obtaining vitals, recording medical history in chronological order and collecting urine as well as blood specimens through venipuncture. I also occasionally performed drug screens and breath alcohol testing. It was also my duty to greet patients as they arrived, make copies and scan paperwork into the computer, prepare specimens with paperwork to be shipped and fax any completed work to its correct destination. All of this was done with complete patient confidentiality.