Amanda Bieber

1402 188th ST NE. Arlington, WA. 98223

Cell:(509)504-9467

Email: abieber95@yahoo.com

Objective To obtain a fun and challenging position, where I can be a contributing member of the team.

College Education09/2014-05/2019 GRCC Auburn, Washington

Work Experience\*12/2019-Present Evergreen Healthcare Kenmore, Washington

Medical Receptionist

- Greet patients

- Check patients in

- Walk Patients back to their exam room

- Schedule patients follow up appointments

- Scan patient paperwork into their appropriate chart

\*10/2018-11/2019 Farwest Fabricators Moxee, Washington

Administrative Assistant

- File

- Organizational Skills

- Data Entry

- Multiple line phones

- Customer service

- Temp agency management

- Outlook/PowerPoint/Microsoft

\*09/2017-10/2018 Cruisin Coffee Yakima, Washington

Barista

- Drink consistency

- Accuracy in making change

\*11/2016-08/2017 Northside Triple T Marysville, Washington

Warehouse Support Specialist Manager

- Computer skills

- Lifting

- Managing

- Phone skills

- Handling shipping & receiving

- Receptionist duties

References upon Request