**Inside Sales**

An outgoing, polite, and hard-working individual. Excited to provide exceptional assistance with day-to-day operations within sales. Eager to become an asset to your team, aspiring to learn and dedicated to providing professionalism.

**Technical Skills**

* Accurately typing 55 WPM
* Efficiently trained and able to use EMA
* Performed efficient data entry
* Achieved high performance for call handling ability
* Collected Co-payment and verified insurance coverage
* Documented information and conversations regarding patient’s accounts

**Interpersonal Skills**

* Greeting guest while checking patients in and out
* Accurately completing performance of any duties assigned
* Interpreting procedures and information regarding patients to appropriately triage/schedule appointments
* Providing privacy according to HIPAA laws
* Participating equally with other staff members and working as a team with high customer service

**Education**

Spokane Community College Spokane, WA

Medical Receptionist Certificate March 2019

Presidential Honor Roll

**Experience**

Barista – Starbucks

Las Vegas, NV 7-2020 – Current

Medical Receptionist – Dermatology Clinic of Spokane

Spokane, WA 2019-2020

Medication Tech/Floor Aide - Fairwood Assisted Living

Spokane, WA 2015-2017

**Reference List**

Mary (702) 503-7991

Jasmine (831) 760-0097