

Joel Fasnacht

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Experience

Community Services Group: Lancaster, PA—*Client Experience Ambassador*

September 2020 - February 2021

Scheduling appointments, collecting payments, and transferring calls to the correct provider.

Creating new patient charts, verifying insurance, and completing consent agreements.

Advanced Counseling and Testing Solutions: Lancaster, PA —*Admin Assistant*

December 2019 - August 2020

Scheduling current patients and intakes with the appropriate clinicians.

Collecting copayments and deductibles.

Cleaning the office area, bathrooms, and waiting room

A&D Specialists: Manheim, PA—*Accounting Bookkeeper*

November 2018 - January 2019

Responsible for, accounts receivable and payable, payroll, deposits, and data entry.

Tracking vehicle titles, registered vehicles, amended condition reports, and occasionally drove vehicles to auction.

Filtershine: Denver, PA — *Foreman*

January 2017- May 2018

Kitchen exhaust cleaning and inspection

Providing a status report after each shift.

Responsible for managing one or two laborers per shift

Education

Ephrata High School; Ephrata, PA

Attended grades; k - 11

Garden Spot High School; New Holland, PA

Attended Grades; 12

Graduated June, 2016

Objective

My goal is to become associated with a company, in which I can utilize my skills and gain further experience, while enhancing the company's productivity and reputation.

Skills

Computer skills (Peachtree, Microsoft Office)

Time management

Leadership

Interpersonal skills

Attention to detail

Self motivation