**Jude Abu-Siessi**

748 Cove Point, Shamburg, Illinois 60194

(773) 502-0170

Hejazejo33@gmail.com

**Education**

**Harper Community College** Expected Graduation 2024

* Associate of Medical diagnoses Sonography

**Relevant Course Work**

* Human Anatomy
* Medical Terminology
* Physiology

**Work Experience**

* **Receptionist**

**Dental Clinic 2016-2017**

-Meeting and greeting patients.

-booking appointments.

-Keeping the reception area tidy.

-Answering and forwarding phone calls.

-Data entry.

-filing.

**Skills**

* Proficient in Microsoft Office (Excel, Access, Outlook)
* Fluent in both English, Arabic, and Spanish
* Adaptability, self-motivated and proactive.
* Strong Interpersonal, presentation, and communication skills.
* Strong ability to work in a team environment, Creative problem-solving.
* Ability to Multitask