

# Kelsey Nguyen

Saint Paul, MN

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## WORK EXPERIENCE

### **Receptionist/Administrative Assistant**

Cerinity Senior Care - Saint Paul, MN - March 2016 to Present

#### Responsibilities

Open the reception area, work on daily census, answer switchboard, distribute mail, perform various clerical tasks for department leads, handle resident trust accounts, process new admits, discharges and information changes.

### **Receptionist**

Lufkin Eye Clinic - Saint Paul, MN - February 2014 to August 2014

#### Responsibilities

Greet and Check in patients, Collect copays, Medical Records, helped with some billing.

### **Temporary Receptionist**

Summit Orthopedics - Vadnais Heights, MN - August 2013 to February 2014

#### Responsibilities

Check in and greet patients, register patients, prepare medical charts, answer telephones, data entry.

### **Senior Banking Service Representative**

TCF Bank - Saint Paul, MN - February 2008 to August 2013

Opening and closing accounts, performing teller duties, answering customer concerns and questions, data entry, answering phones, making copies, faxing and filing.

### **Sales Associate**

Kohls - Maplewood, MN - August 2006 to February 2008

Selling shoes, working in stock room, working on a cash register, customer service.

## EDUCATION

### **Associate in Health Information Technology**

Rasmussen College-Minnesota - Lake Elmo, MN

2016 to 2018

### **Certification in Medical Office**

Saint Paul College - Saint Paul, MN

2013 to 2014

## SKILLS

45 WPM, strong 10 key, experience with Cerner EHR, Some Epic knowledge

#### ADDITIONAL INFORMATION

Volunteered at Health Partners in the same day surgery center at the front desk where I would room patients, work on filing of the medical records, deconstruct medical records, and enter some information on EPIC.

Medical Terminology, Communication Technology, Business Information Applications, Anatomy and Physiology, Computerized Health Information.