

Beverly Castile

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Professional Summary

To obtain a position in Customer Service using my skills and experiences with the opportunity for growth and advancement.

Licenses

- Health Unit Coordinator Certificate
- Train Medication Administrator Certificate

Skill Highlights

- Advanced Customer Service Skills
- Ability to collect and organize information
- Detail Oriented
- Quick Learner

Professional Experience

Health Unit Coordinator

St Therese Home

01/2009 - Current
New Hope, MN

- Transcribe Physicians Orders
- Handle incoming calls from patients and providers
- Process Admissions and Discharges
- Office duties such as faxing,copying

Receptionist

Ultimate Look Salon

05/1997 - 12/2008
St Paul, MN

- Greet customers in a professional manner
- Answer incoming calls,transfer calls and taking messages when necessary
- Schedule appointment with customers
- responsible for ordering supplies

Health Unit Coordinator

Midway Hospital

06/1992 - 05/1997
St Paul, MN

- Transcribe Doctors orders
- Set up Appointment and submitted referrals
- Arranged transportation for outpatient appointment
- Answer busy phones
- Maintain information sources such as brain board,daily census,diet sheets,vital sign,weight board.

Education

Certificate: St Paul Vocational Tech School – Health Unit Coordinator
St Paul, MN