995 Mclean Ave Apt 316

Saint Paul, MN 55106

651-214-3160

drthbro@yahoo.com

## Dorothea Brown

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| **Objective** |  | Seeking a Medical Office position in the medical field to utilize my training and office experience. I have clerical skills, customer services, organizational and able to thrive in a fast pace environment. My goal is to be with a company that will allow me to gain experience and growth as a medical office professional. |
| **Core Qualifications** |  | * Answering phone, greet Customers and Issue out badges * Prepares letters, memos, notices, etc. as requested. * Customer Services, filing, typing, order supplies, and quantity check for incoming supplies * Patient services skills * Ability to perform multiple tasks * 1 year of data entry * Willing to learn new skills * Sort and verify the accuracy of data before it is entered, Compare data with source documents, or re-enter data in verification format to detect errors. * Computer operations, related software and office equipment- MS Office (Word, Excel, Outlook,) scanners and printer |
| **education** |  | Attended Saint Paul Technical College  Received Certificate in Medical Office 05/2015 |
| **Work History** |  | Receptionist - Adecco Temporary Service, Roseville, MN 02/2016 - Present Housekeeping - the shores of lake Phalen, Maplewood, MN08/2015 – 12/2015Data Entry Clerk - Aerotek Temporary Agency Bloomington, MN5/2011 - 7/2011Customer Service Associate - Pitney Bowes, Saint Paul, MN 11/2009 - 2/2011 |
| **Accomplishments** |  | **Keyboarding class**  The ability to type 40 words per min.  **Computer Fundamentals Class**  Able to use power point, excel, word, scanner, printer and store programs. |
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