Melinda Nanjad

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(347) 776-6395

# PROFILE

Highly Motivated and professional. Computer literate including MS Word Excel and powerpoint. Outstanding Communication and Administrative Skills. Ability to work in a fast paced environment either independently or within a team setting. Strong attention to detail to foster collaborative relationship ensuring project success.

# EXPERIENCE

Mount Sinai Nassau Hospital 01/2020-08/2020

Medical Receptionist

* Check in/out patients complete insurance verification
* Apply payments or co-pay
* Inform Medical Staff of patient arrival/waiting
* Data Entry, Schedule and confirm appointments
* Answering phones ;taking messages forwarding call to medical staff

Target Freeport, NY 11/2018-12/2019

Guest Service/ Desk Team Member/ Beauty Team Member

* Prioritize and accurately completed workload to ensure minimal guest disruption
* Provided service and shopping experience that meet the needs of the guest.
* Inventory management, making daily/weekly goals for business.

KBIT Baldwin, NY 11/2016 -11/2018

Administrative Assistant

* Prepared Marketing materials for new clients
* Schedule, coordinate meetings and record keeping.
* Manage emails/phone call for owner in regards to client’s issues.
* Proofreads and organizes documents.
* Assists in overall efficient operation of office by performing numerous clerical maintenance operations.
* Arrange all business travel, including car service, air travel and hotels.

CVS Pharmacy Baldwin, NY — 01/2017-06/2017

Pharmacy Technician

* Efficiently answer multiline phone system and process requests from nurses doctors and customers.
* Answer and screen phone for the staff pharmacist in a friendly and efficient manner
* Monitored and maintained pharmacy inventory
* Greets and receives customers and provided assistance.
* Responsible for office administrative and cashier function.

# EDUCATION

Home Health Aide - Westbury, New York 2021

Cardiovascular Technician Certificate Program- New York, NY

Medical Assistant Certificate Program -New York. NY 2010-2011

Medical Coding and Billing Certificate Program- Flushing, NY 2011