

Shaina T. Karpinski Phone: 772-267-3639
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342 SE Volkerts Terrace Port Saint Lucie, FL. 34983

Education: Graduated from Port Saint Lucie High School in June, 2012.

Work Experience:

Urology Speacilists Of Stuart- 2019-current Surgery scheduler/Check in/Checkout/Collecting Payments/Greeting Patients/Scheduling appointments and surgeries.

Treasure Coast Urgent Care- 2018 Check In/Check Out/Receptionist/Collecting Payments/Checking Insurance

Oceana II North - 2010-2015 Fill In Property Management – LCAM Assistant/Secretary

Qualifications: I am very experienced using computers programs including e-Mds, lytec Availity, Microsoft Word, Excel and Microsoft Publisher as well as Quickbooks and TOPS. I also have a lot of experience in general office work including filing, faxing, communications and customer service. I enjoy interacting with others, very punctual and have great customer service skills. I am very energetic and full of life.

References:

Robert & Judy Messing 772– 337-1522

Zaki Jacob- 772-215-3682

Cindy Schwartzfager 772-418-947