

Kasandra Abbott

Administrative Assistant/Office Assistant

Vero Beach, FL

klei80sbaby@gmail.com

7725012977

Authorized to work in the US for any employer

Work Experience

Office Manager/Medical Receptionist

AAT - Vero Beach, FL

September 2017 to July 2018

Daily office manager, open office, greet customers, check patient's in and out, answer busy phone lines, accept payments in office and over phone, answer messages and emails, faxing, copying, scanning, data entry, scheduling, verifying insurances, communicating with Physician's and Insurance company representatives, Data systems, MS word, Excel, Outlook, point person, keep office flowing smoothly day to day. Keep rosters/licence's up to date

Administrative Assistant/Medical Receptionist

PSA Healthcare - Melbourne, FL

January 2017 to September 2017

Basic office skills such as: Greet and assist customers, control flow of visitors and log, Answer busy phone lines and respond to emails with great communication and grammar skills, sign & receive mail and packages, filing, charting, run printer and fax machines, scheduling, inventory, supplies. Billing and coding, authorizations, Insurance eligibility, data base entry, note take meetings, familiar with excel, Microsoft office, Microsoft Outlook, & quick books programs, kept all rosters/licence's up to date

Child Caregiver/ Office Assistant

Kids & Nurses PPEC - Vero Beach, FL

October 2016 to January 2017

Daycare for children with disabilities and special needs. Take vital signs, changing/toileting, feeding/ meals/snacks, scheduling activities with learning, playtime, arts and crafts, Assist nurses with treatments, Communication with therapists, staff, managers, parents. Documentation, charting and basic office duties.

CNA

Brookdale Senior Living Solutions - Vero Beach, FL

March 2016 to January 2017

Total care of residents in a memory care unit. Bathing, changing, dressing, feeding, light cleaning, laundry, activities, showers, charting, work under nurses orders, answering phones

CNA

Sebastian river medical center - Sebastian, FL

2014 to 2016

Work under RN, care of patients, accuchecks, vital signs, computer charting, paper charting, light cleaning, Cardiac, geriatric, and rehabilitation experience.

Medication Technician/Receptionist

The Brennitty - Vero Beach, FL
October 2010 to January 2015

Resident medications pass, answer/transfer busy phone lines, greet customers and visitors, computer charting, paper charting, faxing, copying, supplies, inventory

CNA

Indian River Medical Center - Vero Beach, FL
2012 to 2014

Work under RN and Doctor's, patient care, paper charting, computer charting, electronic medical records, answering phones, filing, faxing, copying, communicating with nurse's and Doctor's, customer service, flowing direct orders, multi-tasking

Education

High School Diploma

Home school program

Skills

Excel (2 years), Microsoft Office (2 years), Microsoft Outlook (2 years), Billing (2 years), Medical Terminology (7 years), ICD-10 codes billing (2 years), McKesson programs (4 years), Quickbooks (1 year), Administrative Assistant, Filing, Receptionist, Scheduling, Data Entry

Certifications/Licenses

CNA license, CPR, First Aid, CEU's, HIPPA, OSHA

CPR

Additional Information

I am a hard working, multi tasking, team player. I have excellent customer service skills, very friendly and personable, yet still professional. Great organizational skills, flexible and reliable. References will be given upon request.