**Jessica Domineck**

Pompano Beach Fl

954-200-5437

Jessicadomineck13@gmail.com

**EXPERIENCED HR SUPERVISOR**

DETAIL ORIENTED, PROFESSIONAL, RELIABLE, AND DEDICATED

* Proficient in MS Office 2010
* Proficient in Windows 7 & 10
* Knowledge of HIPAA & OSHA regulations

**EXPERIENCE**

DIGITAL ARTS ENTERPRISES, North Lauderdale, FL 2014 – 2018

**HR Supervisor of Benefits**

* Coordinating employee benefits
* Insurance company benefits comparison
* Supervision of Employees
* Customer Service
* Data Entry

CITGO GAS STATION , North Lauderdale, FL 2012 – 2014

**Store Manager**

* Supervision of employees
* Customer Service
* Asset Protection
* Hiring of employees
* Training

DR. STEVEN J. CLIFFORD, M.D. ORTHOPEDIC OFFICE, North Miami, FL 2011 – 2012

**Receptionist**

* Customer Service
* Appointment Setter
* Data Entry
* Insurance Verification
* Ensuring HIPAA Compliance

**EDUCATION**

Atlantic Technical College, Ft. Lauderdale, FL 2015 – 2016

**Medical Administrative Specialist**

**Certified Medical Administrative Assistant**

**Excel Security licensed D and G** 2018