

Database Administrator Database Administrator Coral Springs, FL Authorized to work in the US for any employer Work Experience Database Administrator VIRTUOX - Coral Springs, FL September 2017 to July 2019 Calling and Assisting Doctor office's and DME's regarding Obtaining information needed to process prescriptions. Creating and Entering All New patient into database via electronic prescription document received. Assisting with insurance Verification. Editing incorrect service codes on specific insurance authorizations. Faxing Medical reports to Physician office. Updating existing Patient Data in system. Creating and Updating Physician information in system. Scanning and Printing Documents, When needed. Reviewing Data for a Errors and Deficiencies. Complying with HIPAA policies regarding patient information. Front Desk / Chiropractor assistant PATH MEDICAL March 2017 to July 2017 318S. State road 7, Margate 33068 (Front Desk) March 2017 - July 2017 Temp Position Answered Phone calls and set appointments. Create New Patient packages. Do all the Paperwork and Intake for New Patients. Input Patients information into computer. Registered Chiropractor assistant. Input Billing Codes into the system. Made calls to follow up Patient appointments. Requested Medical records for doctor when necessary. Cashier/ sales associate OFFICE DEPOT - Parkland, FL February 2016 to November 2016 Assisted customers with checking out their products bought. Helped customers find products on sales floor when needed. Creating Labels for sales ads. Sold Membership/ Rewards cards to meet company goals. Put Returned Merchandise back to sales floor at and of night and made sure store was neat and tidy for the next day. Handling cash and giving customers any cashbacks requested. Merchandise Associate MARSHALLS - Coral Springs, FL February 2015 to February 2016 Collaborated with store merchandiser creating displays for store Assisting all costumers with finding any necessities they needed Multitasked in Dressing room and assisting customers at cashier when needed. Took merchandise from back to sales floor. Put returned merchandise back onto sales floor at end of night and making sure the store looks neat and presentable. Took inventory and did markdowns for store with upcoming holidays seasoning sales. Education High School Graduate Skills Typing, Data Entry, Data-Entry, Data Entry Operator Additional Information Great with Microsoft word and Basic excel. Great with Data entry. Great with fast typing.

Knowledgeable in Dentrrix software. Great customer service skills. Very detailed orientated.
Organized / great Multi-tasker.

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