**Denisse Zamudio**

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**Portland, OR 97203**

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**(541) 690-6800**

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**Objective**

To obtain part time employment in a law office where I will be able to use and expand my skills and knowledge learned working in office settings.

**Qualifications**

Bilingual, ability to fluently speak, read, and write in Spanish.

Proficient with computer programs such as Microsoft word and Excel.

More than 3 years of experience working with in office settings.

**Experience**

**Certified Chiropractic Assistant** – Eugene Sports and Auto Injury Chiropractic

March 2009 to December 2009

Eugene, Oregon

Duties included but were not limited to answering phones, scheduling, insurance billing, opening and closing the practice, translating, initial patient intakes, taking vital signs during initial exam, patient orientation and education, management of the patient flow between chiropractor, acupuncturist, and massage therapist; applying modalities, i.e.: interferential therapy, cold laser, heat and cold, traction, instruction and monitoring of therapeutic exercise, office work, customer service, and marketing.

**Janitorial Office Assistant** – Ninfa’s Elite Janitorial

July 2010 to April 2011

Eugene, Oregon

Worked side by side with the company owners. Handled daily office duties and answering phones as well as some HR duties such as collecting proper proof of employment authorization. Assisting Spanish speaking employees fill out applications, I-9 forms and W-4 forms. Scheduling drug tests for employees. Collecting time cards and preparing payroll, as well as distribution of paychecks. Distribution of employee newsletters. Scheduling interviews for potential new employees. Verifying references for potential new hires. Directing emergency calls for buildings. Running errands, such as buying cleaning supplies and chemicals and taking work vehicles to be serviced. Adding employees to the company vehicle liability insurance policy. Preparing and mailing invoices for clients.

**Chiropractic Office Manager** – Aspen Chiropractic

May 2011 to September 2011

Eugene, Oregon

Insurance billing including Medicare, PIP, and private ins. Answering phones, bank deposits, patient scheduling, patient intakes, insurance benefit verifications, running errands, buying office supplies, dealing with insurance companies and attorneys. Opening and closing the practice, and daily cleanliness of the clinic. Marketing and going out into the community. Being the doctor’s right hand.

**Certified Chiropractic Assistant** –Pure Life Clinic

January 2012 to Present

Portland, Oregon

Duties include but are not limited to: assisting the chiropractic physicians with patient care. Front desk work, checking patients in, making phone calls, collecting co-payments, mailing invoices, mailing insurance billing, scanning, copying, filing, assisting with special projects, cleaning treatment rooms, washing all sheets and towels.

**Education**

GED 2008 University of Oregon HEP Eugene, Oregon