

ALLIE WATKINS

Saint Petersburg, FL 33716

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Authorized to work in the US for any employer



WORK EXPERIENCE

MEDICAL RECEPTIONIST/ CHIROPRACTIC ASSISTANT

Farkas Chiropractic Clinic - Saint Petersburg, FL

August 2019 to February 2020

- Welcomes patients and familiarize them with the clinic
- Makes sure all patients fill out the needed paperwork from initial visit to re-exams
- Handling all monetary transactions
- Verifying and submitting all insurance policies
- Intaking patient records
- Requesting patient records
- Handling two incoming and outgoing phone lines, patient notification system, and clinic email
- Running New Patient Orientation presentations
- Going over insurance information with patients
- Overseeing Electric Stim. Therapy
- Overseeing Laser Therapy
- Responsible for all scheduling in the clinic
- Prepping all tables and therapy rooms from open to close

VOLUNTEER

Humane Society of Southern Arizona - Tucson, AZ

September 2017 to March 2019

- Helped take care of cats and dogs
- Designated dog walker
- Cleaned kennels
- Fed animals
- Cleaned cat cages and litter boxes
- Provided support to other vet and volunteer staff
- Studied animal behavior
- Helped to accentuate the great qualities of the animals to help them get adopted

PRODUCT SUPPORT SPECIALIST

GARMIN INTERNATIONAL

2017 to 2018

- Assisted customers with troubleshooting problems
- Processed exchanges/orders accurately
- Became proficient in all fitness technology products

- Trained new hires on the products and online systems
- Assisted in support article writing and editing
- Applied an understanding of physiological thresholds and vitals to help the clients become informed of the benefits of assistive technology
- Shifted to Dog Hunting and Hiking GPS department
- Became a Product Support Specialist in both departments
- Helped customers through diverse contact mediums such as phone, email, and chat support

PERSONAL TRAINER, EVOLUTION GYM

National Strength and Conditioning Association

2015 to 2017

- Certified with the National Strength and Conditioning Association as a Certified Strength and Conditioning Specialist
- Helped motivate individuals to become the best versions of themselves
- Created exercise plans and training schedules
- Applied Anatomy and Physiology background to implement effective training regimens
- Showed individuals how to become, and maintain, being healthy
- Constructed my clientele from the ground up
- Cold called, emailed, and sent out marketing pieces to local businesses to create new clientele
- Built trust and a good working relationship between the client and myself

ATHLETIC DEPARTMENT ADMINISTRATOR

SALEM COLLEGE

2012 to 2016

- Integrated personal experience with athletics and text book knowledge of biology and physiology to help implement exercise protocols
- Assisted with Rehabilitation Exercises
- Used my knowledge of being an NCAA Athlete to help the Athletic Director with her day-to-day responsibilities



EDUCATION

BACHELOR OF SCIENCE IN EXERCISE SCIENCE in physiology

Salem College

May 2016



SKILLS

- **STRONG COMMUNICATION SKILLS**
- **MICROSOFT OFFICE**
- **Customer Service**
- **Call Center**
- **Advertisement**
- **Help Desk**
- **Customer Support**

- Medical Receptionist
- Personal Training
- Office Experience
- Front Desk



ASSESSMENTS

Electronic Medical Records: Best Practices — Highly Proficient

December 2019

Knowledge of EMR data, associated privacy regulations, and best practices for EMR use.

Full results: https://share.indeedassessments.com/share_to_profile/6dec3a6de694c19505af6f7d38bdaadaeed53dc074545cb7

Data Entry — Highly Proficient

December 2019

Entering data quickly and accurately.

Full results: https://share.indeedassessments.com/share_to_profile/5b34d62f42dcdc439c9042f98bb30128eed53dc074545cb7

Customer Focus & Orientation — Proficient

December 2019

Responding to customer situations with sensitivity.

Full results: https://share.indeedassessments.com/share_to_profile/5f333ff352c33867feb517b29674cbfdeed53dc074545cb7

Receptionist — Expert

December 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: https://share.indeedassessments.com/share_to_profile/488e75c89bede88a3a94f84c10575e4eed53dc074545cb7

Attention to Detail — Highly Proficient

July 2019

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: https://share.indeedassessments.com/share_to_profile/f845cd91226d5b760d3f0f236d2929fbed53dc074545cb7

Front Desk Receptionist, Primary Care Clinic — Highly Proficient

August 2019

Responding to customer situations with sensitivity.

Full results: https://share.indeedassessments.com/share_to_profile/9c8e27d801d41f545c466218b06e3bf3eed53dc074545cb7

Receptionist — Expert

August 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: https://share.indeedassessments.com/share_to_profile/ea9ac3bd0f48352e10c058d41cb085d9eed53dc074545cb7

Receptionist — Highly Proficient

August 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: https://share.indeedassessments.com/share_to_profile/f998ec8aa67fceb03b41764b38d3b90ceed53dc074545cb7

Customer Focus & Orientation — Proficient

August 2019

Responding to customer situations with sensitivity.

Full results: https://share.indeedassessments.com/share_to_profile/9dfe89f0f468d9bff9f54fb45debfff4eed53dc074545cb7

Work Style: Conscientiousness — Completed

July 2019

Measures a candidate's tendency to be rule-abiding, well-organized, hard-working, confident, and think before acting.

Full results: https://share.indeedassessments.com/share_to_profile/807f1fe520b8a830c7f0acfc87d7c0f4eed53dc074545cb7

Customer Service Fit — Familiar

May 2019

Assesses personality traits that result in high-quality customer service.

Full results: https://share.indeedassessments.com/share_to_profile/fb0d547d7f1774e7abd8927256bf2378eed53dc074545cb7

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.



----- ADDITIONAL INFORMATION -----

SKILLS

- Proficient in Microsoft Office Applications
- Computer and Electronics Literate
- Knowledge and understanding of Human Anatomy
- Competent in Physiology

- Was a Certified Nursing Assistant
- Strong Communication Skills
- Highly Motivated
- Able to work independently and with others
- A quick study