

Matthew Yanovitch

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(617) 435-4281

Work Experience

April 2013 - Present

Release of Information Specialist

Medical Record Associates — Quincy, MA

- Facilitate the release of confidential medical information for clients
- Analyze and validate medical record requests, subpoenas, and court orders
- Train and educate employees on workflow processes and privacy regulations
- Identify and eliminate procedural inefficiencies at multiple facilities
- Collaborate with colleagues to maintain turnover times and to complete special projects

September 2012 - March 2013

Assistant Manager

South End Buttery Bakery & Café — Boston, MA

- Oversaw café staff and ensured the completion of daily duties
- Maintained inventory and supplies
- Crafted delicious espresso beverages using rigorous methods for quality control

September 2009 - April 2010

Courier

Tufts Copy Services — Boston, MA

- Delivered syllabi and printing products to hospital and university departments
- Bound syllabi using GBC spines
- Laminated signs and brochures for various departments

June 2007 - June 2009

Cashier/Short Order Chef

Going My Way Café & Catering — Boston, MA

- Served food and beverages in our café and at catered functions
- Generated client invoices
- Maintained supply levels

Volunteer History

September 2010 - June 2011

Leadership Council Member

Northeastern University — Boston, MA

- Coordinated events in cooperation with six other council members
- Spoke at information and recruitment sessions for prospective students
- Advised faculty on programmatic issues and procedures

September 2005 - June 2010

Administrative Assistant

Boston Latin Academy Office of the Registrar — Boston, MA

- Printed and collated academic report cards
- Collected and distributed daily attendance logs
- Prepared alumni transcripts
- Sorted and delivered office mail

Academics

2010 - Present

Northeastern University — Boston, MA

- Concentration: Political Science

Applied Skills

Technological experience:

- Windows and Mac Operating Systems
- Microsoft Office Suite, iWork, iLife
- Adobe CS6 Programs: Photoshop, Illustrator, InDesign

Linguistic competencies:

- French
- Latin
- Italian