

CAMILA ACOSTA

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WORK IN PROGRESS - NEEDS TO BE UPDATED!

Objective

Pursuing a degree in Interdisciplinary Studies as a stepping stone to attend medical school and eventually become an ophthalmologist. I want to obtain a challenging position that will enable me to learn and obtain responsibility, while expanding my overall knowledge and experience.

SUMMARY OF QUALIFICATIONS

- Enjoy sharing knowledge and encouraging development of others to achieve team goals
- Detail oriented, analytical, adaptable
- Overall positive attitude and dependability
- Speak, read, and write in English and Spanish

EDUCATION

FLORIDA INTERNATIONAL UNIVERSITY
present

August 2017 –

Miami, FL

- Deans list: Fall 2017, Spring 2018
- BLS Certified

EMPLOYMENT HISTORY

Kendall Regional Medical Center

Radiology Department - Desk Coordinator
present

January 2019 –

- Multitask to perform receptionist and clerical duties of the Department
- Interact with patients to make them feel heard and welcome
- Identify and document patient questionnaire information

- Review prep information with a Radiologist prior to distribution to the parent or legal guardian

Publix

Cashier/Front Service Clerk
2018

July 2017 – December

- Provided premier customer service
- Applied communication skills to accomplish tasks with other coworkers
- Excelled working under pressure and in constant rushes

ONE STOP POOLS AND CONSTRUCTION

ASSISTANT SECRETARY
2016

January 2016 – October

- Filed, scanned, and organized documents
- Answered phones and provided exceptional customer service
- Worked with typing and word processing