

Mackline Cezar
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Objective Health care student seeking a rewarding career in a health care organization where my academic standards and administrative skills will help the organization grow.

Education:

St. Francis College Brooklyn, NY
Bachelor of Science
Major: Healthcare Management

Expected: May 2016

Relevant Courses:

- Healthcare Finance
- Bioethics
- Epidemiology
- Personnel Management
- Healthcare Law
- Community Health

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- **Experience**
- **Metropolitan Transportation Authority (Medical Assessment Center)**, Brooklyn, NY September 2015 - Present_
- **Intern, Medical Administrative Support Aide**
- Engage in retrieving and creating employee medical records.
- Confidential and professional handling of all clinical matters
- Daily entering of patient data and ensuring all necessary paperwork is distributed properly
- Performs related clerical duties such as scheduling consultant and external appointments
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- **Kingsbrook Jewish Medical Center**, Brooklyn, NY December 2014 –August 2015
- **Intern, Administrative Assistant**
- Organized and maintained patient records efficiently
- Scheduled appointments in a professional and timely manner
- Verified insurance authorization effectively
- Entered and verified patient demographics and billing information
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- **Brightpoint Health**, New York, NY February 2015 - June 2015
- **Intern, Business Administrative Assistant**
- Coordinated inventory orders, office supplies and travel arrangements for production staff
- Managed day-to-day calendar for company senior director
- Assisted with administrative tasks and human resource processes
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- **Dor L Dor**, New York, NY May 2013 – May 2014
- **Sales Associate/ Cashier**
- Greeted customers and determined their needs and wants
- Maintained sales records for inventory control
- Ensured management of daily cash accounts
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- **Volunteer:**
- **New York City Cares**
- Prepared food for the homeless in Coney Island
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- **Skills:**
- Proficient in Microsoft Office Software, eClinicalWorks, Eagle Medical Services, Medgate , People Soft and Medlink
- Strong grasp of learning systems, Internet and technology savvy
- Fluent in French and Haitian Creole
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- **Certificates and Licenses:**
- Completion of National Institute of Health web-based course September, 2015
- Certified in Vision Technology June, 2012
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