

## **Ebony\_Bolston**

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**117 Thomas S. Boyland St. Brooklyn New York, 11233/ (347)432-8922 [/ebonybolston@yahoo.com](mailto:ebonybolston@yahoo.com)**

### **Professional Summary**

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I'm an innovative, customer oriented healthcare administrator. I am a strong decision maker who understands the importance of compassion and patience. I'm seeking a leadership role within an integrated delivery system.

### **Skills**

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Professional phone etiquette/ Great communication /Flexible/Accurate in details/ Customer-service oriented/works well under pressure/Clerical knowledge/Microsoft Office/{35} WPM /Sound decision making/Relationship and team building/Critical thinking proficiency

### **Work History**

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#### **Lens Crafters, Paramus, NJ**

##### **Lab Technician Intern-07/2014-08/2014**

After receiving orders from optometrists and opticians/optical lab technicians cut polish and grind lenses for prescription classes/This position relies on computer equipment and automated tools to make the lenses/The final product is always examined by an optical lab technician before it is sent off to the customer

##### **Pearle Vision, Ozone Park, NY**

##### **Sales Associate- 06/2013-05/2014**

Advised customers on fashion features such as color, style, shape and special coatings/Recorded the distance between the lenses and eye surface, and measured the thickness, curvature and surface area of a patient's cornea/Handled the grinding and placement of prescription lenses/Responsible for entering and maintaining client information/Communicated and verified orders with lab technicians/To take eye pressures, Auto-Refract and to cut prescriptions/Answer telephone calls in a professional manner/Filing charts and other documents related to the position

##### **Cohen's Fashion Optical, Brooklyn, NY**

##### **Optician-12/2010-03/2012**

Advised customers on fashion features such as color, style, shape and special coatings/Recorded the distance between the lenses and eye surface, and measured the thickness, curvature and surface area of a patient's cornea/Handled the grinding and placement of prescription lenses/Responsible for entering and maintaining client information/Communicated and verified orders with lab technicians

### **Education**

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#### **DeVry University-New York, NY**

**Bachelor's Technical Management:** Healthcare Management, Current

#### **Technical Career Institute, New York, NY**

**Associates Degree:** Associates of Applied Science May 2011

#### **Oakland Mills High School- Columbia, MD**

**High School diploma:** June 2005

