

# Ebony Bolston

117 Thomas S. Boyland st. apt 3b, Brooklyn NY 11233 • ©: (347) 432-8922 • E: ebonybolston@yahoo.com

---

## PROFESSIONAL PROFILE

A Health Services Professional with an innovative, customer oriented healthcare administrator. A strong decision maker, who understands the importance of compassion and patience of experience, seeks an entry level position opportunity to utilize extensive knowledge and skills in administrative support within a Health Services environment.

## SUMMARY OF SKILLS & QUALIFICATIONS

- Great communication
- Relationship and team building proficiency
- Flexible oriented
- Works well under pressure
- Microsoft Office {Word, Excel, Access, Outlook, PowerPoint}
- Maintain patient and client confidentiality by following appropriate policies and procedures as outlined through HIPAA
- Sound decision making
- Critical thinking
- Customer-service
- Clerical knowledge

## EDUCATION

*DeVry College of New York*

New York, NY

Expected

Graduation: **Feb 2016**

Candidate: **Bachelor of Professional Studies, Technical Management**

Concentration: **Health Services Management**

Relevant Courses: Health Services Finance, Health Services Information Systems, Healthcare Policy, Managed care and Health Service, Introduction to Health Service Management

GPA: 3.0

*Technical Career Institute*

New York, NY

Completed: **June 2011**

Associates Degree: **Associates of Applied Science**

Concentration: **Ophthalmic Dispensing**

GPA: 3.5

## EXPERIENCE

Lens Crafters

Paramus, NJ

**2014-2014 Lab Technician Intern**

- 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

Pearle Vision

Ozone Park, NY

**2013-2014**

**Sales Associate**

- 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

**2010-2012**

**Optician-**

- 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
- Handled the grinding and placement of prescription lenses
- Responsible for entering and maintaining client information
- Communicated and verified orders with lab technicians
- Answer telephone calls in a professional manner
- Filing charts and other documents related to the position