**Mackline Cezar**

1049 Montgomery Street

Brooklyn, NY 11213

(347)-951-5823

[mcezar@sfc.edu](mailto:mcezar@sfc.edu)

**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 Expected: May 2016

Major: Healthcare Management

**Relevant Courses:**

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

**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 handing 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

**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

**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

**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

**Volunteer:**

**New York City Cares**

* Prepared food for the homeless in Coney Island

**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

**Certificates and Licenses:**

* Completion of National Institute of Health web-based course September, 2015
* Certified in Vision Technology June, 2012