Ebony Bolston

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Professional Summary

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

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

**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

**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