Maryori Garcia

60 Horseplain R.D # 202

New Britain C.T. 06053

Cell-(860) 356-5773 or Home-(860) 505-7421

Career Objective:

## A challenging position as a medical administrative assistant at a growth-oriented practice, which will allow me to both further utilize my skills and acquire new abilities.

Skills and Abilities:

* Filing
* Strong analytical and organizational skills
* Excellent interpersonal skills, phone manner, and office etiquette
* Billing, coding and insurance exposure
* Medical record maintenance
* Ability to work as a part of a team and individually
* Experience using photocopy machine with sort, staple, and double sided modes
* Appointment Scheduling
* Billingual

Education:

Westover Job Corps Center, Chicopee, MA

December 2009 – present

* Enrolled Medical Office Support
* High School Diploma - pending

Community Service Project/Internship Experience:

Westover Job Corps, Chicopee, MA

* Make A Difference Day

Holyoke Health Center

August 2010 – September 2010

* Numeric Filing
* Customer Service

References Available Upon Request