**Patricia M. Bennett**

81 Carriage Drive (203) 414-3374

Milford, CT 06460 [Patricia.bennett04@gmail.com](mailto:Patricia.bennett04@gmail.com)

**SUMMARY OF QUALIFICATIONS:**

* Proficient in Microsoft Word and Outlook, scanning background.
* Ability to maintain technical library and correspondence files to complete wide variety of required documents.
* Good critical thinking and interpersonal skills, organizational abilities and strong attention to detail.
* Ability to review medical charts to identify and resolve coding and **chart** documentation problems.

**WORK EXPERIENCE:**

*Oronoque Country Club, Stratford, CT*

**Membership Office Assistant**

* First point of contact for existing and potential members.
* Developed new memberships, and maintained current membership relationships.
* Ability to navigate multi-line phone system.
* Typed correspondence and created flyers for club events.
* Assisted Catering Director with event set-up and preparations.

*South Central Behavioral Health/Continuum of Care, New Haven, CT*

**Life Skills Specialist**

* Mentored and guided client’s transition into society.
* Mentored clients of varied backgrounds (i.e., mental health, substance abuse, incarcerations, etc.).
* Transported clients to fulfill off-site needs.
* Effectively managed and led wellness groups.
* Provided one-on-one mentoring.
* Created and maintained digital daily logs of client activity.

*Connecticut Orthopedic Specialists, Milford, CT*

**Medical Chart Coordinator**

* Pulled all charts for patient appointments.
* Requested and obtained charts needed from other office locations.
* Requested and obtained x-rays needed for patient appointments.
* Updated and maintained patient charts, and transitioned charts from paper to digital format.

*3030 Park Health Center, Bridgeport, CT*

**Unit Secretary**

* The first point of contact for both residents and their families.
* Admitted and discharged residents and maintained their charts.
* Transcribed doctors’ order, ordered lab work and portable x-rays, maintained medical supplies for unit.
* Ability to navigate multi-phone system and patient call lights.

**EDUCATION AND CERTIFICATES:**

Course work towards Associates Degree (58 credits) Housatonic Community College

Unit Secretary Training Certificate Bridgeport Hospital

Psychopharmacology for non – MDs Certificate Southern CT State University

American Red Cross Standard First Aid Continuum of Care

Wellness Recovery Action Plan (W.R.A.P.) Certificate Continuum of Care