203-494-8098

nicolerea8786@gmail.com

Nicole Rea

Education 2004-2009 Albertus Magnus College New Haven, CT

Bachelor of Arts in Sociology, concentration in social work

Minors: criminal justice & communications

Magna Cum Laude

Deans List 2004-2009

Professional May 2010-November 2011

Experience Active Health & Pain Relief Center, LLC Milford, CT

Office Manager/Chiropractic Assistant

* + - * Manage all aspects in a fast paced facility including: patient scheduling insurance verification, generating patient notes, preparing treatment rooms, billing, patient care.
      * Assess patients prior to examination by doctor, Apply modalities including electrical stimulation and hot and cold therapies.
      * Supervise and train interns. Attend wellness fairs & events.

July 2006 - April 2010

Yale University School of Medicine New Haven, CT

Clinical Receptionist

Department of Pediatrics: Section of Cardiology

* + - * Managing new patient referrals and assembling new patient files. Scheduling appointments and providing support to administrative staff, 7 pediatric cardiologists, and 3 nurses.
      * Obtaining insurance authorizations for cardiac catheterizations, managing the catheterization schedule, and distributing the schedule to different departments throughout the hospital.

November 2008 - May 2009

Yale University School of Medicine New Haven, CT

Research Assistant

Department of Pediatrics: Child Abuse Program

* Collect data during weekly case review meetings
* Manage data collection for the child abuse clinical programs
* Entering data and running reports using SPSS and Microsoft Access

July 2006 - July 2007

Yale University School of Medicine New Haven, CT

Office Assistant

Deparment of Pediatrics: Section of Neurology

* + - * Manage patient files
      * Receive calls from doctors and patients
      * Support administrative staff

References:

Jenn Ardrey

Supervisor

Active Health

255 Cherry Street

Milford, CT

203-283-5404

203-216-6216255

Lisa Becker

Co-worker

Active Health

255 Cherry Street

Milford, CT

203-283-5404

Alice Ruszkowski

Nurse Practitioner

Yale University

New Haven, CT

203-453-7123

203-982-8409