

Kiara Robinso n

OBJECTIVE

I am seeking a position in which my skills and experience can be used to help my employer's business grow and reach new goals.

EXPERIENCE

May 2015- Present

Doctor's Care

Patient Services Representative

- > Greet patients as they enter the facility
- > Check-in patients and determine the reason for their visit
- > Check identification and verify insurance eligibility
- > Check patients out after the visit is complete
- > Make sure the front desk area as well as the waiting room is well-kept.

June 2014- May 2015

United States Postal Service

Rural Carrier Associate

- > Sort and case all letter mail
- > Sort and distribute all packages
- > Deliver letter mail, flats, and packages according to the carrier route.

February 2011- March 2014

St. Jude Medical Inc.

Production Associate

- > Assist in the production and manufacturing of medical devices.
- > Inspection and testing of medical devices.

145 Rigdon Circle
Pickens, South Carolina
29671

864-420-9995
Kiaraj_07@yahoo.com

EDUCATION

August 2003- June 2007

Pickens High School, Pickens South Carolina

Enhanced Diploma

REFERENCES

References are available upon request.