**Deandria Walker**

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**Objective**

Seeking a full or part time position that will utilize my outstanding communication skills and years of experience in customer service and computers.

**Education**

Jack Yates Houston, TX

Diploma, 5/2004

General Studies

GPA 3.0

Everest College Arlington, TX

Diploma, 5/2015

Medical Administrative Assisting

GPA 3.8

**Experience**

June 2018 to Present

Receptionist (Temporary), Park Manor Health Care & Rehabilitation, Desoto, TX

-Answer phones

-Track daily census

-Prepare accounts payable

-Copying

-Prepare receipts for Business Office

-Respond to various emails from vendors

April 2017 to May 2018

PSS, Baylor Scott & White Institute for Rehabilitation, Fort Worth, TX

-Highest level of customer service

-Referral sources through coordination

-Ensure that all activities that directly affect billing for services is accurate, timely and fully documented

-Provide efficient cash collection

-Prepare reports daily

-Heavy faxing, copying and filing

-Works with software Therapy Source

September 2014 to October 2016

ABOM/Admission Coordinator, Park Manor Health Care and Rehabilitation, Desoto, TX

-Assist the BOM

-Maintain facility census

-Marketing with the Admissions Director

-Utilized software Curaspan/ Allscript

-Conduct tours of the facility

-Worked closely with Director of Nursing

- Arranged transportation

-Enhanced organization reputation by accepting ownership for new and different requests

December 2006 to June 2010

Receptionist/Test Proctor

-Answer phones

-Welcome visitors by greeting them in person and on the phone

-Direct visitors by following procedures, monitoring logbook and issuing visitor badges

-Assist Admissions and Financial Aid departments

-Constantly monitor test takers during exam administration

**Awards**

**-**Dean’s List for 3.8 GPA