**Shirley Powell**

1903 Citadel Dr.

Glenn Heights, TX. 75154

214 462-0599

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**Objective:** Seeking a challenging opportunity in clerical and or administration in order to utilize my professional training, experience and education to maintain customer care experience.

**Office Skills:**

* Data Entry
* Typing and Filing
* Answer High Volume Calls
* Exceptional customer service skills

**Experience: 24/7 Loyal Services**

* Answer High Volume Calls Dallas, Texas
* Dispatcher 10/2015 to 12/2018
* Data Entry
* Problem Solving

**Girling Healthcare**

Dallas, Texas

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Answer Incoming Calls

 Pre pare weekly paper work and updated medical charts

 Handle private and personal information for clients

 Perform other duties as assigned

**Dr. Nallu Reddy M.D.**

DeSoto, Texas  **Front Office Clerk** 2008 to 2012

*check patients in & out 1/2007 to 4/2010*

 Verify insurance and collect co-pay

Schedule procedures and other duties

**Education:**

W.H. Adamson

Diploma

PCI Health Training Institute Irving, Texas

Business Office Assistant Irving,Texas

**Additional Training:**

Computer Skills

Front Office skills

Demonstrate professional leadership