Jazmere Garrett

104 Rolling Hills Pl. Lancaster, TX, 75146, United States

(817) 823-0443  
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**Professional Experience**

**Charlton Methodist Medical Center**

Dallas, TX, United States

ER Clinical Secretary

September 2014-April 2015

-Answer patient's call lights

-Answer phone calls and direct caller to appropriate extension or give the correct information needed

-Auditing patient charge sheets

-Inputting patient information into Meditech system

-Helped create employee schedules

**Prime Diagnostic Imaging**

Dallas, TX, United States

Scheduler/Front Desk

January 2014-September 2014

-Scheduled patients for their radiology treatment

-Explained the procedure being requested and the details concerning the procedure (produce length of time, pre-procedure guidelines, contrast requirements etc.)

- Answered patient phone calls to schedule or reschedule

- Input patient information using Centricity.

- Scanned patient information into patient charts

**Education**

**El Centro College,** Dallas, TX, United States

Pre-Nursing, Summer 2018

**New Beginners Preparatory Academy**, Dallas, TX, United States  
High School Diploma, May 2012  
· 3.9 GPA  
· Valedictorian  
**Cedar Hill High School**, Cedar Hill, TX, United States  
· Softball  
· Athletic Trainer  
  
**Additional Skills**

- Centricity and Meditech Experience

- Some medical knowledge

- Aspiring Nurse  
· Super bubbly and inviting  
· Extremely detailed person  
· Excellent communicator  
· Great under pressure  
· Eager to learn new thing  
· Fast learner  
10- key touch  
· Excellent communication skills and attention to detail  
· Secretary experience   
· Very diligent  
· Ability to type at least 45 WPM  
· Proficient in Microsoft Office, Excel, and PowerPoint programs  
· Ability to multi-task efficiently

**References**

1. Michelle Bannick (972) 672-1545  
2. Michaelle DeLaTorre (469) 251-9481  
3. Cassidy Morris (817) 733-4569