Taneshia Ragsdale

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| **objective** | | |
|  | Seek a position enabling me to utilize my diverse skills, knowledge and experience that simultaneously offer an opportunity for growth and advancement. |
| **Qualifications** | | |
|  | 1. Great Leadership skills. 2. Great customer service skills and outstanding attention to details. 3. Great with working under little or no supervisor. 4. Good at pleasing my customers/coworkers. 5. Good at working in any environment. |
| **Strengths** | | |
|  | 1. Epic certified. 2. Good at working with Windows 2000/XP, MS Word, Excel. 3. Outstanding problem solving and active listening skills. 4. Great with working with different groups of people. 5. Strong records of time management and decision making skills |
| **Experience** | | |
|  | 2018-2019 Children’s Hospital of Wisconsin Milwaukee, WI  Lead Clinic Service Representative   1. Oversee the daily activities of the registration area to insure department standards are met. 2. Works closely and professionally with nursing and ancillary departments in efforts to maintain a teamwork approach. 3. Maintain QA statistics (including patient wait times, etc.) and report results to manager. 4. When appropriate, relieve staff members during sick/vacation time. 5. Assist clinic manager in educating registration staff of any changes pertinent to their roles. 6. Serves as a liaison between patient/family and medical support staff. All other duties as assigned. |
|  | 2016-2018 Froedtert & Medical College Of WI Brookfield, WI  Patient Access Service Representative   1. Greets and arrives patients. Verifies and updates demographic information. 2. Collects monies for copays, supplies, and services rendered. Balances daily cash collections. Obtains patient signatures. 3. Assists patients with appointment scheduling and forms. 4. Serves as a liaison between patient/family and medical support staff. All other duties as assigned. |
|  | 2014-2016 Landmark Credit Union Wauwatosa, WI  Teller I   1. Making cashier checks and money orders, closing out saving account, as well as helping members open checking and saving accounts. 2. Calling member service when needed to help assist members with any problems, balancing the ATM before every shift when asked. 3. When needed as the receptionist, I help to assist members in person as well as over the phone with questions about accounts as well as loans. |
| **Education** | | |
|  | 2010-2013 University of Wisconsin Parkside Kenosha, WI  2013-2017 University of Wisconsin Milwaukee Milwaukee, WI |
| **VOlunteer Experience** | | |
|  | 2011-2017 American Cancer Society Kenosha, WI  Prevention and Awareness Intern   1. Assist with the Cancer Prevention Study (CPS-3), Kenosha 5K walk/run, Relay for Life, and the No Tan Pledge. 2. Recruit volunteers, request donations, staff information tables, assist with marketing. 3. Visit local high schools in Kenosha to provide information about tanning/cancer awareness and the No Tan Pledge. |