

Danielle Antonelli

Medical receptionist/Office/Admistration

Glassboro, NJ - Email me on Indeed: [indeed.com/r/Danielle-Antonelli/b4859d354cdec2df](https://www.indeed.com/r/Danielle-Antonelli/b4859d354cdec2df)

To obtain a position with a well-established business where I may utilize my skills and training to become an asset to the company with opportunity to grow.

Authorized to work in the US for any employer

WORK EXPERIENCE

Sales Specialist

Atlantic City Electric - 2012 to 2013

Duties are to inform customers of these energy saving devices and schedule installations

Mail Handler/ Clerk

USPS - 2008 to 2011

Responsible for the safety and delivery of all mail/articles

Medical Biller/Receptionist

Dr. Thomas P. McMahon - 2007 to 2008

Duties included scheduling patients and surgeries, referrals, copay, insurance verifications, assisted with ekg's and processing labs.

Office Manager/Bookkeeper

Antonelli Family Construction - 2006 to 2007

Responsible for general administrative duties such as scheduling estimate appointments, payroll, bookkeeping, accounts payable and receivable.

Receptionist

Superior Recruiting - 2006 to 2007

Resume Revisor

Duties were to answer multiple phone lines, faxes, mail, assist customers, and revise and rewrite client's resumes to help recruit them to employment.

Housekeeping

Residence Inn - 2005 to 2006

Responsible for the cleanliness and up keeping of hotel rooms, bathrooms, laundry, and customer requests and satisfaction.

production/assembly line

Modern Plastic Techniques - Lindenwold, NJ - April 2003 to August 2005

Assembly/Production

Duties were to run the assembly line with perfection of production in a timely fashion to complete products to be shipped out on scheduled time.

Medical Receptionist

Dr. Gerald Burke - 2001 to 2003

Responsibilities included scheduling patients/surgeries, writing referrals/labs, chart preparation, documenting chief complaint, equipment sterilization, room prep, collect co-pays, assist Dr. Burke in room during examinations.

Cashier

Friendly Car Wash - 1999 to 2001

Duties included daily input/output of cash flow, customer service, open and close register.

EDUCATION

Bartending license/ TIPS Certified in Bartending / TIPS Certification

Triple A International bartending school - Cherry Hill, NJ

2014 to 2015

certification in Health Claims Examiner/Medical Biller

Star Technical Institute - Stratford, CT

2000 to 2001

Highschool Diploma in Honors

Gloucester County Institute of Technology - Sewell, NJ

1998 to 1999