

Joshua Nget

jnget7@gmail.com

QUALIFICATIONS

- Proficient in evaluating billing statements for/from insurances.
- BLS certified, successfully completed the CPR and AED program.
- Maintained clear and critical thinking in life-saving situations.
- Assisted with clinical operations.
- Familiar with online charting

EDUCATION

- High School Diploma - June, 2020 Robert A. Millikan High School
- Bachelor of Science - June, 2024 University of California San Diego

WORK EXPERIENCE

Office Admin/Billing Assistant Long Beach, California 2021-Present

Majestic Medical Clinic

- Managed billing statements for insurance
- Reevaluated rejected claims
- Maintained charting clarity
- Assessed and improved billing process

Lifeguard Long Beach, California June 2019-Present

Long Beach Fire Department

- Maintained beach safety
- Engaged with the public
- Negotiated with angry patrons
- Treated drowning victims
- Performed BLS

PROFESSIONAL DEVELOPMENT

Internal Medicine Shadowing

Dr. Tsai, Chen and Tsai Mds, 18 Hours August 2022

Family Doctor Shadowing

Dr. Lee, Majestic Medical Clinic, 8 Hours August 2022

Pediatrics Shadowing

Dr. Tan, Karing Pediatrics, 10 Hours August 2022