**Name**

**Address**

**Email**

**Phone**

**Summary of Skills**

* Typing 50wpm • Strong Analytical skills • Excellent Interpersonal skills
* Professional Phone Manner • Proficient in Microsoft Office • Professional Office Etiquette

**Education**

**University of Phoenix** **PA**

*Bachelor of Science in Health Administration* 10/2010 to present

**Institute** **PA**

*Medical Office Assistant Diploma* 10/2008 - 08/2009

**Training Center** **PA**

*GED Awarded*

**Experience**

**Personal Care** **PA**

*Home Health Aide* 1/2007 to 10/2010

 Accompanied clients to doctors' offices, providing transportation, assistance and companionship.

 Assist with daily living activities including personal hygiene, dressing and grooming.

 Assisted with meal preparation and feeding.

**Center for Comprehensive Treatment** **PA**

*Office Assistant/ Externship* 5/2009 to 8/2009

 Scheduled appointments for patients.

 Pulled and filed patients medical charts.

 Operated office machines, such as photocopiers, scanners, fax machines and computers.

 Collected Co-payments from patients.

**Inn** **PA**

*Housekeeper* 03/2005 to 12/2006

 Straightened desk items, furniture, and appliances in guest rooms.

 Neatly made beds and folded bed linens.

 Dusted, polished and removed marks from walls and furnishings.

 Operated cleaning equipment, vacuumed and mopped floors and carpets.

* Cleaned windows, glass partitions, and mirrors using soapy water, sponges and squeegees.
* Gathered and emptied trash, serviced, cleaned and supplied restrooms.

**Day Care** **PA**

*Environmental Service Aide* 6/2003 to 9/2004

* Performed daily cleaning in assigned areas.
* Disposed of waste, vacuumed, swept and moped floors.
* Sanitized classrooms and bathrooms with cleaning solutions.

**Hospital** **PA**

*Office Assistant/ Volunteer* 09/2002 to 6/2003

 Perform general office support work.

 Research, typing, correspondence, faxing and filing.

References Available Upon Request