

NATHANIEL COOKE

OFFICE ASSISTANT, GENERAL LABOR

Contact ♦ Career Objective

Email:
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702-628-3856

Address:
4670 Meredith Ave.
Las Vegas, NV 89121

Education ♦

Clark County School District
(GED)
Las Vegas, NV

Additional Skills ♦

Microsoft Office Suite
Strong Work Ethic
Critical Thinking
Time Management
Adaptability
Reliability

Reliable professional with 6.5+ years of experience in the workforce. Aiming to leverage my skills to successfully fill the Office Assistant, General Labor role at your Company.

Professional Experience

Patient Coordinator

At Home Sleep Studies, Las Vegas, NV / Mar 2017 – Present

- Worked independently throughout the day, without the need of micro-management.
- Performed high level patient care (customer service), maintaining our ranking as the highest reviewed sleep lab in Las Vegas, NV.
- Meticulously maintained a complex file system; respecting ACHC standards and HIPPA compliance.
- Educated patients on how to use medical equipment.
- Educated two new staff-members on how to perform their work as I moved up in the company.
- Payment processing, such as, deductibles being paid.
- Maintaining multi-line phones.

Customer Service / Technician

Interstate All Battery Center, Las Vegas, NV / Jan 2016 – Feb 2017

- Payment processing, running the cash register.
- Handy man: troubleshooting and repairing anything customers brought in.
- Keeping the facility stocked, and in-order.

General Duties

Mad Food Inc. (The Mad Greek), Las Vegas, NV / Aug 2013 – Dec 2015

- As with any restaurant establishment I wore many hats; cooking, cleaning, register, customer service.