

Nicole Park
Lawrence, KS 66049
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Education

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|--------------------------------|-----------------------|
| Centriq | Kansas City, Missouri |
| Full-Stack Coding Program | March 2024 |
| University of Kansas | Lawrence, Kansas |
| Bachelor of Arts in Psychology | May 2022 |

Experience

Front Desk Receptionist/Office Assistant

Lawrence, Kansas
2023-Present

Julie Bear Don't Walk Acupuncture & Integrative Health

- Greet and welcome patients and visitors in a friendly and professional manner
- Oversee and maintain the appointment calendar with 400+ patients monthly
- Answer phone calls, take email and text messages, and help patients get their order pickup needs met
- Assist with event planning, project coordination, and file management
- Transcribe notes and documents accurately and proofread documents for spelling, grammar, and formatting errors
- Train new staff in the workings and expectations of the clinic

Clinic Support Specialist (Preceptor)

2022-2023

LMH Internal Medicine Group

Lawrence, Kansas

- Responsible for accurate encounter registration and confirming eligibility from insurance companies
- Educates the staff and physicians in process of scheduling and use of computer systems
- Oversee scheduling of 80+ patients daily over the phone, in person, and electronically
- Support organizational efforts towards regulatory mandates
- Train new staff in the workings and expectations of the clinic

Server

2020-2021

Wa Japanese Restaurant

Lawrence, Kansas

- Greet guests, coordinate seating, and serve guests while creating a warm and welcoming environment
- Handle to-go orders and phone calls
- Handle money transactions
- Perform opening and closing duties
- Train new staff in the workings and expectations of the restaurant

Skills

- Ability to quickly learn technical skills needed as they relate to the use of the product or service
- Experience in managing customer relationships
- Experience working with brand image and promoting value through customer experience
- Exceptional ability to communicate and foster positive business relationships
- Ability to multi-task in a fast-paced environment
- Accountability and personal organization