

SVETLANA ADUSHEVA

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EDUCATION

Bashkir State Medical University

Ufa, Russia
M.D.

2009-2015

University of Minnesota

Minneapolis, MN
Microbiology

2017-2018

EXPERIENCE

Office Manager

Universal Anesthesia - Hopkins, MN

Aug 2015 – Sep 2016

Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information. Designed electronic file systems and maintained electronic and paper files. Maintained an up-to date department organizational chart. Made copies, sent faxes and handled all incoming and outgoing correspondence. Received and screened a high volume of internal and external communications, including email and mail.

Administrative Assistant

Midland Glass - Hopkins, MN

Sep 2016 – July 2017

Maintained electronic and paper files. Organized and maintained inventory of office supplies. Made copies, sent faxes and handled outgoing correspondence. Received and screened a high volume of internal and external communications, including email. Prepared outgoing invoices, and assisted with receiving payments. Assisted with managing the reception area, including greeting visitors and responding to telephone and in-person requests for information.

Various Clinical Experiences

Minnetonka North Memorial Clinic – Minnetonka, MN
Internal Medicine Clinic – Chicago, IL
Weiss Memorial Hospital – Chicago, IL
Swedish Covenant Hospital – Chicago, IL

2017

All duties included direct patient contact. Obtained histories and performed physical examinations. Discussed diagnostic and treatment plans with supervising physician. Assisted with morning and evening rounds.

SKILLS

ECFMG certification
Advanced MS Office Suite, Adobe Acrobat knowledge
Meticulous attention to detail
Time management
Strong interpersonal skills
Familiarity with Epic EHR
Basic knowledge of QuickBooks

LANGUAGES

English – native language
Russian – native language