| Yarely Macedo | 2831 S.Hillock Ave  Chicago, IL 60608  **(224)-517-2515**  yarely.macedo@blackburn.edu |
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| PROFESSIONAL SUMMARY OF SKILLS Greet 30-40 clients daily while providing proper paperwork, taking payments, answering phone calls etc…  Maintain and organize confidential filing system  Managed patients inquiries and appointments  Facilitate front desk operations  Implemented a proactive communication system  Microsoft Word, Google Docs, Excel Sheet, Google Slides  Toast, EXPERIENCE Unique- Production Team - Current RESTAURANT EXPERIENCES Host, Server,Bar Back  Xoco  Eleven Eleven  Doc B’s Restaurant and Bar RECEPTIONIST EXPERIENCES McGrath Acura Downtown Chicago  ADESA CHICAGO EDUCATION **Stellar Career College**  MRI course ( Associate Degree) - Currently in progress Tilden Career Community Academy -High School Diploma Graduated 2017Springboard Dental Institute Completed Dec 2019 Blackburn College( 4 year college ) credits/ Some College | LANGUAGES First Language: Spanish  Second Language: English |