**EWA BOUFAL**

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**WORK EXPERIENCE**

WOMAN CARE PC, ARLINGTON HEIGHTS, IL May 2010 – Present

*Executive Assistant*

* Managing day to day operations of office
* Preparing and editing presentations, invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software
* Planning and scheduling meetings and travel arrangements for multiple personnel
* Schedule outpatient surgeries and other procedures
* Interacting with insurance companies
* Organizing and maintaining files and records
* Human Resource experience: recruiting and training employees, administrating benefits, overseeing disciplinary action, managing HR records, resolved conflicts between employees and insurance carriers
* Greeting and directing patients, vendors and other visitors/guest
* Maintaining inventory of supplies and materials
* Providing quality customer service

WALGREENS, ELMWOOD PARK, IL March 2005 – May 2010

*Certified Pharmacy Technician*

* Established or maintained patient profiles, including lists of medications taken by individual patients.
* Received written prescription or refill requests and verified that information is complete and accurate.
* Assisted customers by answering simple questions, locating items, or referring them to the pharmacist for medication information.
* Prepared and processed medical insurance claim forms and records.

JOLANTA DZIOK, MD, CHICAGO, IL May 2005 – August 2008

*Administrative Assistant*

* Greeted patients, pharmaceutical representatives and guests
* Scheduled, rescheduled and confirmed appointments
* Performed general office duties: sorting mail, faxing, scanning
* Entered new and current patient and insurance information into the computer
* Handled Explanation of Benefits

**EDUCATION**

UNIVERSITY OF ILLINOIS AT CHICAGO, CHICAGO, IL

*Bachelor of Liberal Arts and Sciences, Psychology major*

**ADDITIONAL SKILLS**

* Fluent in speaking and writing in Polish
* Knowledge in medical terminology
* Proficient in Microsoft Word, Outlook, Power Point and Excel
* CPR certified
* Strong work ethic and organizational skills
* Excellent communication and interpersonal skills
* Flexible

*References available upon request*