AMHERST CANDIDATE 3 (MEDICAL ADMIN./CLERICAL)

EDUCATION

Bryant & Stratton College, Orchard Park, NY
Bachelors of Science in Health Service Administration* – Graduated *December 2020

- *Member of the Medical Club, Deans List Award, Phi Beta Lamda*

COURSEWORK OUTCOMES:

- Utilize legal and ethical principles to analyze and apply management practices
- Research information management systems to evaluate and select appropriate technologies to healthcare settings
- Developed effective skills in financial planning, project management, human resource development, public safety and emergency disaster planning
- Ability to analyze/apply contemporary knowledge and skill sets to work effectively in an administrative/managerial capacity in health care settings
- Proficient mathematic and communication workplace skills
- Adaptive learning strategies
- Employ Information literacy skills through effective use of information technology resources

AAS Degree: Medical Assisting – Graduated 2017

EMPLOYMENT HISTORY

Fresenius-Kabi 2014-2019
Grand Island, NY
Capping Machine Operator

- Responsible for daily cleaning and line clearance requirements. Set-up and run capping machines, aseptically clean capping rooms.
- Inspection of glass and plastic vials for any imperfections.
- Ensure all batch documentation is completed properly per cGMP's.
- Adheres to SOP's, cGMP's and Safety Requirements
- Maintains certification for operation of electronic pallet movers and controlled substances.

Lenahan Dermatology 2017 Amherst, NY
Medical Assistant

- Room patients, express patient concerns to physician, transcribe patient/physician interaction
- Assist in minor surgeries
- Send prescription orders, send specimens
- Answer calls and emails from patients or other physician offices
- Stock rooms with supplies. Take inventory of supplies
- Answer calls and emails from patients or other physician offices

Public Storage 2011-2014 Buffalo, NY
Relief Manager

- Assist reservation and walk-in customers (both in person and on the phone) in renting storage units, understanding the lease terms, fees and insurance and completing lease agreements.
- Ensure the appearance of the property is customer ready by cleaning units, sweeping, mopping, removing debris, wiping windows.
- Work in one or more locations, independently or with another manager.
- Conduct a daily physical storage unit inspection confirming inventory availability and ensuring each unit is secure or ready to rent.

Arbor Place Beverage *2007*-2010 Douglasville, GA
Assistant Manager

- Responsible for the overall day to day operations including opening/closing store, facilitated employee work schedules, inventory management, product purchasing, showroom maintenance.
- Assist customers with finding product and suggesting a variety of other products.
- Operate P.O.S systems and answering phones.

MILITARY

United States Army *2006 - 2007*
Trained in communication field as a multi-system channel operator/maintainer

United States Army *2006-2007*
25 Quebec

- Operate and maintained radio equipment
- Data entry for physical therapist office
- Answered phones, filed paperwork and data entry for the battalion office
- Duty driver for international soldiers