

# JENNIFER DE LA CRUZ

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**OBJECTIVE** | To obtain an internship as a highly organized professional, who is able to establish positive and fun relationships with clients, co-workers and outside resources while applying medical office knowledge with leadership.

**SKILLS & ABILITIES** | Microsoft Word; Excel; Power point; Internet/Email; Multi-line phone; Social Media; Fax; Copier; Filing; Customer Service; Medical terminology

**EXPERIENCE** | **USHER PNC PAVILION**  
MAY 2012 – PRESENT

Assisted guests with seating, problems or concerns that may arise; check tickets upon entry; security

**OPTOMETRIC OFFICE INTERN INVISION FAMILY EYECARE**  
AUGUST 2015 – MAY 2016

Assisted patients; registration; appointments; phone calls; filing insurance; record filling; data entry; pretesting

**BANQUET HALL DECORATOR / SERVER HOLIDAY INN HOTEL**  
JANUARY 2009 – DECEMBER 2009

Interior decorator of banquet halls; setting buffets and serving guests upon arrival; clean up after event finish

**EDUCATION** | **ROWAN CABARRUS COMMUNITY COLLEGE**, Concord, NC - MAY 2016  
ASSOCIATE IN SCIENCE IN MEDICAL OFFICE ADMINISTRATION  
CERTIFICATE IN MEDICAL OFFICE ADMINISTRATION, BILLING  
ESSENTIALS

**REFERENCES** | Available upon request