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**Location:**Gary, IN, 46402

**Posted:**November 21, 2023

**Contact Info:**

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**Subject:**Response to your resume driver

Message 

Job Description (optional) 



Bottom of Form

**Resume:**

Agatha Jones

Gary, IN 46402

agathacarter.aj@gmail.com

+1(219) 302-2010

Objective: To obtain an entry level position.

Work Experience

Uber/Lyft Driver

Uber - Indiana

February 2020 to Present

driving people around and get them to their destination

making sure people get their orders on time

Medical Administrative Assistant Externship 200 Hours Completed

Advance Rehab - Merrillville, IN

November 2012 to January 2013

? Organizing the Charting alphabetically and by insurance

? Scheduling

? Assisted patients on and off physical therapy machines

? Vitals blood pressure and weight

? Answering phone, faxing, and general office duties

Performance Plus, Merrillville, IN

? Janitorial Maintenance October 2016-current

? Cleaning

?

Uber Eats/Lyft, Gary IN

? Delivered Foods May 2018-Current

? Transportation

ACI Telemarketer

ACI - Merrillville, IN

February 1998 to December 1999

? Sell products

? Telemarketer

Crew Member

McDonald?s - Schererville, IN

July 1997 to January 1998

? Cashier

? Cleaning

? Customer service

Crew Member

White Castle - Cline, TX

February 1996 to June 1997

? Cashier

? Cooking

? Cash handling

Education

GED

Merrillville High School - Merrillville, IN

September 2023 to September 2023

Diploma in Medical Administrative Assistant

Everest College - Merrillville, IN

January 2013 to January 2013

Skills

? Scheduling

? Insurance processing

? PowerPoint

? Medisoft

? Coding ( ICD 9 and CPT)

? Vital Signs

? EMR

? Word Excel

? Insurance verification

? CPR Training

? Billing/Coding

? Filing

? Medical Billing

? Medical Records

? Accounting

? Medical Scheduling

? Medical Office Experience

? Transcription

? Data Entry

? Telemarketing

? Medical Terminology

? Hospital Experience

Certifications and Licenses

CPR Certification

Driver's License

Food Handler Certification

Certified Medical Administrative Assistant