**[Data Entry Administrative Assistant](https://www.postjobfree.com/resume/adzvhe/data-entry-administrative-hampton-va)**

**Location:**Hampton, VA

**Posted:**September 22, 2023

**Contact Info:**

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[757-402-6103](tel:+1-757-402-6103)

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**Subject:**Response to your resume Data Entry Administrative Assistant

Message 

Job Description (optional) 



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**Resume:**

Jalanda Lamons Healthcare

Administration Student

Hardworking and Enthusiastic

WORK EXPERIENCE

lillianchantel27@gmail.com

757-402-6103

3617 Matoaka Road, Hampton

SKILLS

Title/Position

Administrative Support Representative 10/2019 -

02/2020, California Alorica

Achievements/Tasks

Conduct Inbound Calls, Assist with CPA for client line by line tax return software. Document customer complaints and concerns for record purposes.

Contact : Alorica - 866-256-7422

R(bt) Behavior Technician

Best Services, INC

01/2022, North Carolina REMOTE Implementation visual support for autistic individuals, demonstrating them, communicating with stakeholders about care plans.

Achievements/Tasks

40 Hour Certificate of Completion of Registered Behavior Technician Course issued by Special Learning

Contact : 252-435-1665

EDUCATION

Medical Administrative Assistant

Independence University

02/2015, Salt Lake City Office Administration

Medical Assisting Medical Terminology Date Entry

Certified Nursing Assistant

Tidewater Medical Training

09/2015,

Healthcare Administration

SNHU

09/2019 - Present,

Courses

Microsoft Word, Excel, PowerPoint

Template Development Administrative Support

ACHIEVEMENTS

Medical Terminology (05/2015 - Present)

Currently studying the course again for job aptitude purposes. American Red Heart (03/2015 - Present)

For CNA TRAINING

Tidewater Medical Training Leadership Certificate

(08/2015)

Tidewater Medical Training Certified Nursing Assistant Completion Program (08/2015)

98 HOURS OF CLASSROOM and CLINICAL instruction LONG TERM LIFE FACILITY

CDA Child Development 101 (02/2020 - Present)

R(bt) Behavior Technician Unlicensed (01/2022 - Present) Completed Certification 40 HOURS

EMR/EHR Specialist Course Completion AAPC

(02/2022 - Present)

Learned basis about template development, navigating of EHR's and EMR's. Regulatory considerations that impact the EHR's and EMR's. Common misuses

Data Entry (06/2019 - Present)

Excellent attention to detail, ability to multitask, strong written and verbal communication, work independently with minimal supervision. Office Administration Course (06/2019 - Present)

data entry, medical terminology

BIO-210 Q1191 Intro to

Anatomy & Physiology

HCM-320 X1411

Healthcare Economics

IHP-340 X5702 Stats-

Healthcare Professionals

OL-211 J4780 Human

Resource Management

ENG-123 Q6734 English

Composition II