

TANYA GALMICHE

@ tgalmiche1979@gmail.com

8046619296

6129 Gatesgreen Drive..Chesterfield va. 23832

Objective

I am seeking a stable work environment which allows me to utilize my skills and grow professionally and personally. My medical background title is physician assistant however I was cross trained in front desk procedures and medical records. I have good verbal and written communication skills which I believe to be very important in this position. I think I would be an ideal candidate because in my previous experience as a physicians assistant I developed a love and respect for the medical field .I learned to appreciate all that goes on behind closed doors to make a office run smooth and efficient.I developed a love for the fast paced environment,for working with the patients and for everything I was able to take and learn from the experience.I am kind and warm however determined to do my job to the very best of my ability.I would love to be part of that again and with a practice who has stayed together as a team for so many years. I am a very fast learner and willing to learn anything and everything that would make me a better person and employee.

Experience

Michael Varner/contractor

2015 - 20019

Office administrator

Duties included answering multi line telephones,scheduling appts ,taking money and depositing bag at bank.Filing paperwork,assisting customers,inventory and any thing else that needed to make each day run smooth and efficient.

Southside head and Neck surgery

2009 - 2015

Physicians Asst

Greet patients,set up examine rooms,keep rooms stocked ,assist in exams and small surgical procedures,collect lab specimens and steralize equipment,allergy tests,mix allergy serum to each patients needs,answer phones,pull charts,file paperwork,get authorization numbers, post patient payments,take patients histories, make appts,ect..

Children's and adolescents clinic

2004 - 2009

Receptionists

I was responsible for answering phones,pulling charts ,filing charts, getting authorization numbers for procedures,posting patients payments,taking messages for doctor,calling in prescriptions for patients and anything else that was needed.

Education

2009

John Tyler Community college

nursing/associates in science

4.0..Did not complete

Reference

Michael Varner - "Michael's fix"

Business owner

Mvarner0508@gmail.com

8046619296

Kim Eromonek - "jcpennys hair salon"

master hair dresser

8049292769

Triston Mcray - "City financial"

Loan officer

8045406679