

OBJECTIVE

A quick learner with a pleasing personality and interpersonal skills who seek work for a health care organization

EMPLOYMENT HISTORY

09/2014 - 05/2016	Cashier	Foodtown
--------------------------	----------------	-----------------

Duties included greeting customers, collecting payments, using scanning devices, answering to customer inquiries, and accepting customer returns

EDUCATION HISTORY

06/2014	Herbert H. Lehman HS	High School
09/2016	Suffolk Community College	GED
06/2020	ABC Training	Allied Health and Medical Assisting Services, Certification

Currently learning about laboratory services. Able to answer phone calls, greeting patients, updating and filing patients medical records

SKILLS & ABILITIES

Friendly Communication Skills

Expert

High Energy, Dynamic, Quick Learner

Expert

LANGUAGES

Albanian

Fluent