

Breale Gary

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Summary

Enthusiastic person with 1 year of hands-on experience providing front-desk service for a major corporation. Highly personable multitasker capable of answering phone calls, guiding visitors and maintaining general office security in accordance with established procedures. Seeking a position at a company that demands strong accounting skills. To provide efficient, organized and friendly secretarial support. Skilled at managing inventory and supplies, handling phone duties and company correspondence, and appointment scheduling. Specializes at creating a friendly and receptive office environment.

Experience

Medical Receptionist

ARASTOO YAZDANI MD PC

Nov 2020 - Oct 2021 (1 year)

Scheduled patients Assist with implementation of EHR

Triage Patients Filing Scanned charts into EHR

Performed PFT & ABI Faxing all prescriptions Processed medical records.

Entered insurance, demographics and health history into patient database.

Checked patients in and out for appointments and collected co-payments.

Processed patient payments and scanned identification and insurance cards.

Protected patients by observing strict HIPAA guidelines.

Took messages from patients and promptly relayed to appropriate staff.

Answered multi-line phone system and directed callers to requested personnel and departments

Assistant Manager

Luckys Grill

Feb 2019 - Jul 2020 (1 year 6 months)

Supervising the sales staff.

Making sure the store's sales targets are attained.

Solving customer complaints.

Scheduling shifts.

Checking product displays.

Assisted in overall day-to-day operations of store, including continuous development of effective store associates to achieve desired sales and results.

Completed frequent walk-throughs and directed team members to correct issues impacting store appearance or professionalism.

Oversaw aspects of maintenance, inventory and daily activity management.

Provided mentorship for employees to generate sales, promote effective upselling and cross-sell to improve retail productivity.



Customer Service Representative

CVS Health

May 2019 - Feb 2020 (10 months)

Assisting in sales Answered questions about products, services, and merchandise.

Stock shelves and take inventory, as well.

Retrieved grocery carts from parking lot and returned to appropriate areas.

Assisted with organization and cleaning to maintain tidy store appearance.

Greeted customers to build rapport and increase customer satisfaction.

Bagged customer items in alignment with industry best practices.

Returned unwanted merchandise to appropriate store shelves.

Worked additional hours and shifts to meet tight deadlines during peak periods.

Reviewed packing slips and other documentation to properly box requested items for shipment.

Cashier

Metro City Wing House

Jul 2018 - May 2019 (11 months)

Operated cash register, collected payments and provided accurate change.

Wiped down counters and conveyor belt to remove debris and maintain cleanliness.

Accepted cash and credit card payments, issued receipts and provided change.

Trained new team members in cash register operation, stock procedures and customer services.

Wrapped items and bagged purchases properly to prevent merchandise breakage.

Inventoried stock and placed new orders to keep supplies within optimal levels for expected demands.

Inspected items for damage and obtained replacements for customers

Sales Associate

Del Sol Cariloha DC

Sep 2017 - Jul 2018 (11 months)

processing cash, debit, credit and check transactions using a cash register or other point-of-sale system in a retail environment. Their duties include balancing the cash register, making change, recording purchases, processing returns and scanning items for sale.

Infant Teacher

Walkers Ark

Feb 2015 - Feb 2017 (2 years 1 month)

supervise, educate, and inspire children every day. Very young children need an enormous amount of care and attention to learn and develop appropriately. Infant and toddler teachers look after children, help them to learn and socialize, and supervise their play and activities.

Education

Woodstock JobCorps

Office Administration

2017 - 2017

High School diploma

Skills

Sales • Marketing • Training • Analytical Skills • Communication • English