
Elizabeth Francois

(561) 507-7181

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721 W. Jasmine Dr

BILINGUAL (CREOLE AND ENGLISH)

EDUCATION

Bachelor's Degree in Health Administration

Associates Degree

Palm Beach State College (Fall 2015-Spring 2020)

- 3.8 GPA

-Dean's list (Fall 2015) through - (Fall 2019)

Palm Beach Gardens High School, 4245 Holly Dr, Palm Beach Gardens, FL 33410- High School Diploma

May 15, 2015.

-Graduated with a 3.2 GPA

SKILLS

Customer Service

Quick learner

Punctual

Detail-oriented

Multitasking

Problem solver

EXPERIENCE

Delicate Periodontics and Implant Dentistry 3319 FL-7 STE 315, Wellington, FL 33449

Patient Treatment Coordinator - April 2020- Present

- Verification of Insurance
- Answering Phone Calls
- Scheduling appointments

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- Coordinating patient treatment
 - Recording data
 - Regulating the treatment plan
 - Treatment plan presentation

South Florida Vision, 6618 W. Atlantic Ave, Delray Beach, FL

Optometric Technician - May 2018- March 2020

- Recording and uploading data
- Verifying Insurances
- Answering phone calls and scheduling appointments
- Pre-testing/ working up patients
- Testing vision

Ibis Golf and Country Club, 8225 Ibis Blvd, West Palm Beach, FL -

Team Member July 2017- July 2018

- Creating seating charts
- Answering phone calls and directing them as needed
- Directing club members to their seats
- Overseeing floor operations
- Greeting guests at the door

Nine West, The Gardens Mall, 3101 PGA Blvd, Palm Beach Gardens, FL

Retail Sales Associate - July 2016- July 2017 (Store closed down)

- Providing exceptional customer service
- Communicate hourly sales reads to manager
- Organizing incoming shipment and following visual directives
- Maintaining cleanliness throughout store

Chick-Fil-A, 1262 Northlake Blvd, Lake Park, FL -

Team Member - March 2015 - June 2016

- Providing exceptional customer service
- Taking guests orders
- Maintaining cleanliness throughout store
- Handling guest complaints in a professional manner
- Cooperating with team members for the best outcome in service
- Handling cash operations with the POS system