

Shelly Tafoya

Administrative Assistant/ Front Desk

Westminster, CO
faith07142@yahoo.com - 7202244658

Seeking a position which would make use of proven abilities in attention to detail, organization, and customer care.

WORK EXPERIENCE

Front Office Receptionist

Lakewood Family Medicine (720-338-6283- Rose/ Supervisor for externship - Lakewood, CO - May 2013 to November 2013

Responsibilities

Greeted patients, checked patients in, set appointments, collected co-pays, verified insurance documents and eligibility, processed faxes to appropriate doctors, copied documents for patients and doctors, answered all incoming calls, made sure kitchen and waiting room were cleaned and organized, balanced and reconciling our daily business, set office alarm.

Accomplishments

I was able to use my skills that I learned while attending Everest College. I felt a accomplishment everyday with my patients as I was able to help them with there needs.

Skills Used

Computer, fax copier, scanner and ten key.

Front Cashier

Bubba Chinos Restaurant - Lakewood, CO - October 2010 to October 2011

Answered phones and entered customer's orders

- Made sure silverware and condiments were fully stocked and in order
- Cleaned restaurant during and after shifts
- Received customer payments and gave appropriate change

Food Prep & Cashier

Wendy's - Thornton, CO - January 2010 to October 2010

Prepared salads, sandwich condiments, vegetables, and meats

- Received customer orders and ensured accuracy
- Processed credit card and cash payments and gave appropriate change
- Ensured that dining room was clean and stocked with necessary condiments

Radar/ Red Light Clerk

Spherion Temporary Agency - Denver, CO - January 2009 to January 2010

Associated Computer Services

- Tracked daily totals of red light and photo radar tickets into the computer system
- Entered information into spreadsheets for various clients
- Processed ticket disputes into the computer software system

Legal Assistant

Prugh Law Office - Waynesville, MO - January 2007 to January 2008

Completed legal documents for clients and notarized documents

- Assisted the attorney in court proceedings
- General office duties including answering phones, filing, and faxing
- Met with clients and processed necessary payments

EDUCATION**Diploma in Medical**

Everest College - Thornton, CO

June 2013

Certificate

Ozark Technical College - Waynesville, MO

January 2008

ADDITIONAL INFORMATION**SKILLS**

- Medical Terminology • HIPAA Certified • Microsoft Word
- Scheduling • OSHA Certified • Microsoft Excel
- Medical Transcription • CPR Certified • MediSoft Systems
- Filing • Basic Charting • 45 WPM
- Vital Signs • ICD-9 and CPT Coding • 10 Key By Touch