

Michelle N. Thomas

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Aurora CO, 80011

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Objective

Energetic , results-oriented receptionist eager to bring strong administrative skills to a growing company in need of top-level support. Excellent communication, organization, and relationship-building skills. Articulate and friendly with a professional demeanor.

Experience

Botha Chiropractic

Cherry Creek, CO 80209
Chiropractic Assistant
May 2014- August 2014

- Answer incoming calls and addresses all patient questions and concerns
- Verified insurance coverage for new and existing patients
- Collect co-payments, deductibles, and balances at the time of service
- Assisted the doctors and helped patients with therapies and exercises
- Scheduling appointments; setting, confirming, canceled and reschedule appointments
- Keeps the office clean and presentable, doing spot cleaning throughout the day and thorough cleaning at the end of each business day.

The Broe Group

Cherry Creek, CO 80206
Receptionist
Nov 2013-June 2014

- Welcome visitors, determine nature of business, and direct visitors to suitable employee
- Answer incoming telephone calls; operate multi-line telephone system
- Receive, sort, and route mail
- Monitor visitor access and issues passes
- Order receive and maintain office supplies

Curbside Hospitality

Fall River, MA 02720
Valet Attendant

- Provided help to individuals with disabilities
- Monitored and directed private and commercial vehicles
- Opened doors and assisted guests and visitors

Qualifications

- Excellent patient service and organizational skills
- Proficient in Microsoft Suites ; Excel, Word, Outlook, Power Point
- Flexibility| Adaptability|Attention to detail | loyal

Education

- High School Diploma
- Currently attending CCA and working towards a degree in business