

Briana Giella

Patient Service Representative - Centers for Gastroenterology

Fort Collins, CO

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Seeking a position that offers potential growth and advancement in the field of customer service

-To use my knowledge and my experience to enhance the quality and reputation for my employers and their customers

Authorized to work in the US for any employer

WORK EXPERIENCE

Patient Service Representative

Centers for Gastroenterology -

2017-05 - Present

Receptionist

Duties Include:

Greeting and Checking in patients, various office duties: answering phones, prepping charts, sorting mail, assisting Physicians when needed, scheduling appointments, keeping the front office running efficiently

Receptionist

Front Range Community College -

2015-11 - 2016-03

Duties Included:

Answering phones, assisting customers, scheduling appointments, computer work, handling money

Cashier

Sam's Club -

2013-04 - 2015-10

then promoted to a Member Service Supervisor

Duties Included:

Providing the best member service, supervising a front end and meeting the needs of all cashiers, problem solving as well as trouble shooting, responsible for break schedules, attending to associates and members needs

Assistant Infant Teacher

Little People's Landing -

2012-06 - 2013-02

Duties Included:

Changing diapers, handling feeding, filling out daily schedules, assisting the lead teacher

EDUCATION

Associate in Arts

Front Range Community College - Fort Collins, CO

2012-08 - 2016-05

High School Diploma

Front Range Community College

2016-05

ADDITIONAL INFORMATION

Excellent customer service

-Ability to work alone or as a team

-Demonstrate good communication skills

-Able to take direction well