

## **Brianna Pol**

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Driven, dependable, mature college student with exceptional communication, organizational and leadership skills who is eager to join a company where I can utilize my skills and knowledge to further grow myself and the company.

### Work Experience

Snowy Range Medical Office  
Office Administrator  
August 2022-June 2025

- Manage day-to-day office operations for a team of 15 employees.
- Handled incoming calls, emails, and mail, routing them as needed.
- Scheduled patient appointments
- Maintained office supply inventory and coordinate vendor relations.
- Served as the first point of contact for visitors and incoming communications.
- Assist HR with onboarding new employees and managing personnel records.
- Greeting patients and notifying providers of patient arrivals.
- Verifying financial records and collecting patient charges while filing an expediting third party claim.
- Communicate information between staff and patients.

Front Desk/Spa Attendant  
Dragon Tree Spa  
August 2021 to August 2022

- Insurance Billing
- Booking appointments
- Answering phones
- Process POS Transactions
- Checking clients in and out
- Housekeeping such as laundry, mopping and cleaning of spa area
- Preparing and Cleaning Foot Baths
- Recommend products to customers, based on customer's needs and interests.

Michael Kors  
Sales Associate/Cashier

October 2020 to August 2021

- Create relationships with clients to ensure their return.
- Process POS transactions
- Brainstorm with management to create innovative ways to maximize personal sales results.
- Recommend products to customers, based on customer's needs and interests.
- Achieved productivity goals through multitasking and prioritizing responsibilities.
- Ensure cleanliness and visual standards are maintained throughout the day.

### Education

Bachelor of Arts in Business Administration

Arizona State University (Online)

September 2023 to present

High school diploma

Niwot High School - Niwot, CO September 2016 to May 2021

### Qualifications

- Medical Terminology
- Insurance Billing
- Strong Leadership skills
- Clear Communication skills
- Effective Time management skills
  
- Office Management
- Calendar & Schedule Management
- Communication & Interpersonal Skills
- Data Entry & Record Keeping
- Travel Arrangements
- Inventory & Supply Management
- Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Cash handling experience
- POS experience
- Advanced in Microsoft Programs
- CPR and First Aid Certified
- Certified Nursing Aid Certification

