

Corbyn Wong

Saint Louis Park, MN

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9528078185

Work Experience

PCA Personal Care Assistant

Orion ISO

August 2009 to Present

Personal care assistance for a young man with special needs. Help get him ready for his day, make meals for him. Call and communicate with his doctors to make appointments and much more.

Receptionist

Bloomington Wellness Center - Bloomington, MN

June 2017 to September 2018

scheduling appointment, first point of contact, setting up all HIPPA information, Patients are happy getting everything they need, collecting insurance information, answering phones, checking all client communication, medical records and releases.

Receptionist

Hotel Ivy and spa

February 2016 to June 2017

Answering multi phone lines, book appointments for clients and what services they would like provided. Checking guest out from services and also with any products they may want to purchase. Laundry light cleaning checking on gym to make sure things were in place. Communicating with hotel staff for guest and much more.

Teacher Assistant

School district of ISD 283

March 2015 to June 2015

Worked with kids that needed one on one or two to one help in school. Testing K-5 grade children on reading and math skills. Lunchroom help, would give staff breaks through out the school. Assisted teachers in any extra help they may have needed.

File Clerk and Receptionist

Zimmerman reed - Minneapolis, MN

May 2012 to August 2014

Scanning files, sending mass mailings, sending files, making files, pulling court cases, running files to the court house,
Answering phones, taking messages, making sure conference rooms were ready, many other tasks as well.

Education

Bs in Nursing

MCTC - Minneapolis, MN

September 2009 to May 2011

Associate in Nursing

Univ of MN - Minneapolis, MN

Skills

Customer Relations (8 years), Administrative Assistant (6 years), Scheduling (7 years), Microsoft Word, Outlook, Power point (10+ years), Medical Records (5 years), millennium (4 years), Medical Assisting (10+ years), Accounts Payable (2 years)

Certifications/Licenses

CNA

June 2011 to Present