



Erin Fate

Kasson, MN
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Authorized to work in the US for any employer

WORK EXPERIENCE

Patient Appointment Coordinator

Mayo Clinic - Rochester, MN - January 2012 to May 2015

Responsibilities

- Received and made phone calls regarding patient appointment requests
- Scheduled patient appointments
- Verified patient demographic information
- Answer patient questions regarding clinic visits
- Ordered patient testing
- Openly communicated with Doctors regarding patients and appointments

Accomplishments

I made sure Patient visits went as smoothly as possible while they were here.

Skills Used

- Strong communication skills
- An ability to multi task in a fast paced environment
- Type 50+wpm
- Many different computer programs including Microsoft word, excel, and the scheduling systems used at Mayo Clinic

Certified Nursing Assistant

Comfort Home Care - Kasson, MN - November 2009 to January 2012

Responsibilities

- Provided daily cares for residents
- Filing and documentation on resident behaviors daily
- Openly communicate with other staff in regards to residents

EDUCATION

Associate in Paralegal

Minnesota School of Business-Rochester - Rochester, MN
2006 to 2009