

Julietta Sheffield

Seeking a position with a company which serves people and helps them with their needs.

Fort Collins, CO

aiwi14@icloud.com - 713-975-1413

Diligent motivated individual with the ability to learn and acquire new skills. A detailed orientated team player who works well with others and independently.

Authorized to work in the US for any employer

WORK EXPERIENCE

Office Support

Women's Healthcare Center - Houston, TX -

2013-09 - Present

Phone scheduler for clinic and in office procedures
Front desk support checking patients in/out
Assist in OB triage process

Administrative Support

Houston Cardiac Surgery - Houston, TX -

2010-11 - 2013-09

Answer phones and schedule patients for clinic
Schedule surgery and outpatient testing
Pre-cert insurance
Assist in predetermination request
Prepare doctors' rounds list

Front Desk

Memorial Cardiology Associates -

2008-02 - 2010-07

Schedule patients' appointments
Patient check in/cut
Answer multiline phone system
Data entry for patient information
Patient insurance verification

EDUCATION

High school or equivalent

SKILLS

Problem solving, decision making, customer service, computer skills, office equipment

ADDITIONAL INFORMATION

Interests:

Church activities , mission projects, reading, cooking and gardening