Liza Ramey

Kirkwood, NY 13795

lizacombs77@yahoo.com - (607)743-8155

WORK EXPERIENCE

Secretary/Receptionist

Attorney's Office   -   Binghamton, NY   -

2015-08 - Present

answering phone, faxing, scanning, copier, dictations

Office Assistant

LAZ Parking   -   Binghamton, NY   -

2015-04 - Present

data entry, bank deposits, entering payments into accounts

Medical Assistant Extern Student

UHS   -   Vestal, NY   -

2013-11 - 2014-02

Responsibilities
vital, specimen collection, lead screenings, patient preparation, ECG

Inventory analyst

Maines Paper & Food   -   Conklin, NY   -

2010-08 - 2011-05

Maintaining inventory,
Keying transfer orders,

Collections Representative

NCI   -   Vestal, NY   -

2009-02 - 2010-02

Inbound/outbound calls
taking pymts via phone, handling
high call volume daily

Office assistant

American Carpet South   -   Binghamton, NY   -

2008-04 - 2009-01

Answering phones, scheduling,
filing, scanning information into
computer

Dispatcher/Driver Coach Employed

Willow Run Foods   -   Kirkwood, NY   -

2004-09 - 2005-03

Answering phones, handling
customer and drivers issues
daily, spreadsheets, filing, faxing

Customer Service Rep

Willow Run Foods   -   Kirkwood, NY   -

2000-09 - 2004-09

Taking orders via phone
entering them into computer,
checking orders via internet,
handling customer complaints,
credits, filing

EDUCATION

Associates in Medical Assisting

EBI   -   Vestal, NY

2012 - 2014

Associates in General Office/Medical Assisting

Broome Community College   -   Binghamton, NY

1998 - 1999

Diploma

Montrose Area High School   -   Montrose, PA

1996

CERTIFICATIONS/LICENSES

CPR, First Alde, Blood Borne Pathogens, OSHA

ADDITIONAL INFORMATION

Skills
excellent communication skills
can type 50WPM
filing
data entry
microsoft excel
microsoft office
spreadsheets
scheduling
AS400
faxing
copying
Medical Terminology
EMR
Medical Billing and coding
Medical terminology
Anatomy and Physiology