

# Louise Weaver

## Contact

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## Education

- Heritage Technical College
- Associates degree, Occupational studies
  - Graduated 2007
- Horizon Highschool
- Diploma
  - Graduated in 1992

## Objective

An energetic, adaptable receptionist eager to bring strong administrative skills to a growing company in need of top-level support. 20 years of customer service experience, hard-working and quick learner. Accomplished at meeting deadlines and working with a high level of multicultural awareness and adaptability.

## Experience

Medical Receptionist - CSL Plasma  
May 2022-Current Position

- Greeting donors and referring donors to medical staff
- Screening procedures and Health Procedures
- Answering basic medical questions after the appropriate training
- Maintain awareness to Donor
- Ensures accurate information of donor's data

Warehouse Associate - Prime Source Staffing  
January 2020 - January 2021

- Ability to lift 50lbs
- Packaging and sorting of daily deliveries
- Work in a timely manner to finish dally projects
- Full-time and overtime schedule

Customer Service Representative - Alliance Date  
January 2016 - January 2018

- Responsible for handling incoming calls in a timely manner
- Update customers account and ensure information is correct/current
- Complete other projects assigned by managers

Administrative Assistant/Receptionist  
January 2012- January 2014

- Checked patients in a time mannerly
- Update confidential information
- Verify insurance and collect co-pay
- Assist patients with any questions/concerns

## References

References upon request