

Michelle Des Londe

Great Bend, PA

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6073487286

Authorized to work in the US for any employer

Work Experience

Front Desk Receptionist

Progressive Rehabilitation Associates - Flourtown, PA

June 2013 to March 2017

Answering and directing calls

Answering patient questions

Scheduling appointments

Checking in patients

Collecting patient paperwork

Updating patient information when necessary

Filing paperwork and charts

Education

Diploma

North Penn High School