

Ruby Morales

Receptionist

Aurora, CO

r_morales9236@yahoo.com - (630)987.9845

WORK EXPERIENCE

Dental Receptionist

Advanced Family Dental Care - Schaumburg, IL - May 2011 to July 2013

Courteously greeted and checked in patients

- Scheduled patient appointments
- Verified public and private insurance coverage and confirmed benefits
- Estimated costs for proposed treatment plans
- Processed cash/debit/credit transactions
- Entered insurance and payment information into database and made account adjustments as needed
- Called patient prescriptions in to the pharmacy
- Made follow-up calls to patients following treatment
- Cleaned and helped maintain the office to keep it presentable

Sales Associate

Express-Woodfield Mall - Schaumburg, IL - July 2010 to October 2010

Greeted customers in a professional and courteous manner

- Maintained sales floor accessible to customers
- Assisted customers in the fitting rooms
- Processed monetary and credit transactions

Sales Leader

Payless Shoe source-Woodfield Mall - Schaumburg, IL - October 2009 to February 2010

Greeted and assisted customers in the process

- Processed monetary and credit transactions
- Responsible for the sales floor and led a team of sales associates on a daily basis to exceed sales goals.

EDUCATION

Human Services Club

William Rainey Harper College - Palatine, IL
August 2010 to Present

Schaumburg High School - Schaumburg, IL
August 2006 to June 2010