**OBJECTIVE**: To join a multidisciplinary social service/non profit organization where I can utilize my education, experience, and communication skills, while providing empathy and assistance to clients.

**EDUCATION**:

08/2012-12/2016  **New York City College of Technology (CUNY)**, Brooklyn, NY

*Bachelor of Science Degree, Major: Human Services,* GPA: 3.5

02/2003-05/2004 **ASA Institute**, Brooklyn, NY

*Associates Degree in Medical Assisting* GPA: 3.88

**EXPERIENCE**:

02/2016-Present **Brooklyn Community Services, Lifelong Enrichment Program**, Brooklyn, NY

*Group Leader (Intern)*

01/2015-5/2015 **Bridging Access to Care**, Brooklyn, NY

*Assistant Case Manager (Intern)*

8/2014-12/2014 **Columbia University School of Social Work, Project PACT**, New York, NY

*Research Assistant (Intern)*

* Recruited participants for research study at probation sites located in Brooklyn
* Provided HIV/STI testing, HIV/STI counseling, and referrals for treatment

07/2013-9/2013  **Lutheran Medical Center,** Brooklyn, NY (Temporary assignment)

*Patient Service Associate-Dental Medicine Department*

* Scanned all documents and consent forms into patient’s electronic file using Dentrix system.
* Answered phones, took messages, and performed clerical office duties.

02/2012-07/2012 **Brookdale University Hospital & Medical Center**, Brooklyn, NY

*Patient Service Associate-Emergency Department*

* Responsible for expediting the registration of emergency room patients, and collected/updated demographic and insurance information as needed.

08/2010-08/2011  **Chelsea Foot Care Center**, New York, NY

*Receptionist/Office Manager*

* Scheduled/rescheduled/confirmed appointments, and screened calls.
* Verified all types of health insurance benefits and obtained referrals and authorizations as necessary.
* Responsible for the collection of copayments, deductibles and all cash transactions.
* Made bank deposits and performed general office duties such as filing, faxing, photocopying.

02/2004-04/2009  **New York Radiologic Consult Services**, Brooklyn, NY

*Medical Receptionist/Secretary*

* Scheduled appointments, verified all health insurance benefits, and collected all demographic and insurance information necessary to register patients.
* Responsible for the collection of copayments and all cash transactions.
* Fulfilled all medical records requests from attorneys

**SKILLS:**

* Medical and Pharmaceutical Terminology
* Familiar with the verification and referral process of all health insurances.
* Microsoft Office Word, Excel, PowerPoint, Outlook for Windows, Dentrix (Dental software)
* Bilingual: English/Spanish