

Avanthika Sanjiv Nair

Junior Medical Office Administrator

CPR Certified Junior Medical Office Administrator with experience in customer service in Healthcare Management and Medical practice industry. Skilled in Microsoft Office, Healthcare Management and Physical Therapy Aid. Strong inter-personnel, customer facing and communication skills. Bachelor's degree focused in Psychology from University of Houston-Downtown.

Professional Experience

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| 2014/12-present | Receptionist/Administrative Assistant
<i>Blue Fish Pediatrics</i> <ul style="list-style-type: none">Handled medical front desk computerized scheduling and billing health insurance records including main carriers and Medicaids via eclinical works.Interfaced frankly with varied populace of patients answering to different questions and concerns.Directed and evaluated wellness visits, follow ups, and medical screenings.Entered data by assessing number of patients seen by each physician via excel.Devised spreadsheets to successfully organize monthly clinical expenses using quickbook accounts. |
| 2014/07-2016/10 | Campus Representative
<i>The Princeton Review</i> <ul style="list-style-type: none">Marketed graduate prep courses across various universities through tabling events and organizational meetings.Recruited campus representatives for different universities.Updated students exam records and organized test scores and course material through excel spreadsheets.Delegated marketing strategies via powerpoint presentations during weekly meetings. |
| 2015/05-2015/06
(Location closed and PT was moved in a month) | PT Assistant/Intern
<i>Aerio Rehab Physical Therapy</i> <ul style="list-style-type: none">Shadowed DPT, PT Justin Bickford and earned 25 hours of experience in manual physical therapy.Assessed and evaluated patient charts to note patient progress. |

Education

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| 2018 May | University of Houston (Downtown) <ul style="list-style-type: none">- Bachelors of Science in Psychology- Education excellence grant (\$5000) |
| 2012-2016 | Lone Star College System (Cyfair) <ul style="list-style-type: none">- Associates in Science |

Personal Info

Address:

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Princeton, NJ 08540

Phone:

713-367-2446

Email:

avanthikas95@gmail.com

LinkedIn

Languages:

English

Advanced

Malayalam

Excellent

Spanish

Beginner

Skills:

Microsoft Office

Very Good

Customer Service

Very Good

Quickbooks

Good

Courses/Certifications:

08/2018	Data Science
	Research- HarvardX
08/2018	CPR Certified