

**Jasmine D. Palmer**  
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**Job Objective:**

*I am seeking employment with a company where I can use my talents and skills to grow and expand the company.*

**Education:**

**Kaplan Career Institute**  
*Medical Assistant- Diploma Awarded*

**Philadelphia, PA**  
*March 2012- January 2013*

**Franklin Towne Charter H.S**  
*Diploma*

**Philadelphia, PA**  
*September 2005- June 2009*

**Experience:**

**America's Best Contacts & Eyeglasses**  
*Front Desk Receptionist/Optical Tech*

**Abington, PA**  
*September 2017- Present*

- *Greet each patient*
- *Answer telephones*
- *Schedule and Confirm appointments*
- *Verify Insurance*
- *Clinical documentation and registration*
- *Filing and Faxing*
- *Assist with vision test*
- *Teaching patients how to use and care for contact lenses*

**Volunteers Of America Delaware Valley**  
*Residential Counselor*

**Philadelphia, PA**  
*November 2015- September 2017*

- *Assist consumers with daily life activities*
- *Assist consumers with cooking and cleaning*
- *Assist consumers with appointments*
- *Assist with program policies and procedures*

**Tiny Hands, Little Feet Daycare**  
*Receptionist*

**Wilmington, NJ**  
*June 2013- September 2015*

- *Manage parents sign in and out log*
- *Process child's application*
- *Collect co payments*
- *Make sure emergency contact info is up to date*
- *Make copies of activities*

**Northwestern Human Services**  
*Front Desk Receptionist*

**Philadelphia, PA**  
*February 2010- March 2013*

- *Greet each patient*
- *Answer telephones and schedule appointments*
- *Filing and Faxing*
- *Maintain a clean waiting area*
- *Manage co payments*

