

**JILLIAN M.**

**GOODWIN**

**9809 Wistaria St.,**

**2nd Floor**

**Philadelphia, PA**

**19115**

**(m) 215.275-5260**

**[Jill19020@yahoo.co](mailto:Jill19020@yahoo.com)**  
**[m](mailto:Jill19020@yahoo.com)**

**OBJECTIVE: To**  
**secure a part-time**  
**position that offers**  
**potential for growth**  
**and utilizes my skills**  
**and experience.**

**WORK**

# **EXPERIENCE:**

**Endocrine**

**Metabolic**

**Associates, 9501**

**Roosevelt Blvd,**

**Suite#400,**

**Philadelphia PA**

**1911**

**Medical Assistant/**

**Receptionist**

**9/02/08 - 03/19/13**

**(medical leave)**

> Check patients in/  
out

> Verify insurance

> Call hospitals,

labs, & doctors

offices for patient

records

- > Take patients to exam rooms and acquire patient vitals

- > Answer incoming calls

- > Schedule patients

- > Verify

prescriptions from pharmacies

- > Perform

secretarial duties for physicians

**American Building**

**Maintenance, 1528**

**Walnut Street, 5th**

**Floor, Philadelphia,**

**PA**

**11/06- 05/07**

**Janitor**

**> Cleaning offices  
at the NovaCare  
Center (The  
Philadelphia Eagles  
Training facilities)  
> Vacuuming,  
dusting, and trash**

**Republic First**

**Bank, 1608 Walnut  
Street, 2nd Floor,  
Philadelphia, PA**

**6/05 to 10/06 Wire  
Transfer  
Coordinator/**

# **Customer Service Specialist**

- > Transferring incoming/outgoing wires**
- > Settle daily**
- > Issue customer PIN numbers to verify wire(s)**
- > Fax, Email, or Telephone customer with confirmation of wire(s) in/out**
- > Maintain records**
- > Make/receive phone calls from customer inquiring about wire(s) in/out**
- > Answer all incoming calls from**

potential and  
current customers  
> Cross sell banking  
products  
> Encourage  
banking promotions

5/04 to 6/05

**Republic First**

**Bank** 1818 Market  
Street Philadelphia,  
PA

**Bank Teller**

> Basic teller duties  
> Count and settle  
MAC machine  
> Answer incoming  
calls

**First Penn Bank,**  
1835 Market Street  
Philadelphia, PA

1/01 to 2/04 Bank  
Teller/Head Teller  
> Handling currency  
> Answering  
multiple phone lines  
> Extra  
responsibilities such  
as the MAC machine  
and occasionally,  
counting and  
settling the vault.

**Marathon Grill**  
**Restaurant,** 121 S.  
16th Street

**Philadelphia, PA**

**9/99 to 1/01**

**Waitress/Hostess/  
Cashier**

**> Attend to dining  
room and take-out  
customers;  
> Handle cash  
transactions.**

**EDUCATION:**

**Frankford High  
School,**

**Philadelphia, PA**

**Graduated June**

**1999 – Honor**

**student**

**Business Academic**



Course including  
Advanced  
Placement classes  
in Computer  
Programming,  
Science and French

*Lincoln Technical  
Institute*

Graduated  
February 2008  
Certified Medical  
Assistant

RELATED  
TECHNICAL  
SKILLS:

Customer Service  
Multi-line Telephone  
Data Entry Word 6.0

**Excel**

**Power Point**

**Scan**

**Fax machine**

**Certified Medical  
Assistant**

**Certification in CPR  
Received training  
regarding OSHA**

**\*References  
available upon  
request**