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Destiny Marshall

EDUCATION

Harris School of Business, Upper Darby, PA
Professional Medical Assistant Diploma,

Simon Gratz Mastery Charter, Philadelphia, PA High School Diploma

PROFESSIONAL EXPERIENCE

Randstad Customer Service Philadelphia Pa

Aug 2018–Sep 2018

Compiled and sorted information

**** Entered customer and account data by inputting alphabetic and numeric information on keyboard***

**** Maintained data entry requirements by following data program techniques and procedures***

**** Maintained customer confidence and protected operations by keeping information confidential***

Delta-T Bryn Mawr PA Therapeutic Staff Support

Jan 2017–Aug 2017

**** Documented clients progress and related pertinent data***

**** Monitored clients safety and well-being***

**** Taught and supervised client rules***

**** Performed other duties assigned***

Dollar General Philadelphia Pa Cashier

Dec 2015–Oct 2016

- * Welcomed customers and provided customer service***
- * Entered transactions within the cash register***
- * Sorted and counted coins and currency***
- * Stocked as needed***

Dunkin Donuts Philadelphia PA Cashier

Jan 2014–Dec 2015

- * Entered transactions within the cash register***
- * Accepted food and drink orders***
- * Brewed and Grinded coffee***
- * Cleaned work stations***

Broad Street Chiropractic Philadelphia PA Medical Assistant Externship

May 2014–Jul 2014

- * Answered incoming calls and forwarded to appropriate dept***
- * Patient triage and chart recording***
- * Filed and organized patients records***
- * Prepared patients and assisted with various therapy treatments***

Project Mercy Philadelphia PA Teacher Assistant Voluntarily

Apr2013–Jun2013

- * Tracked students attendance and calculated grades***
- * Responded to children's interests and needs***
- * Assumed a fair share of work and assisted others as needed***
- * Monitored children***

SKILLS

Customer Service, Child Care, TSS, Microsoft Office, Filing, Administering, Drivers License, Data Entry