

# Alexandra Dubenko

## **Patient Service Associate - University of Pennsylvania Health System**

Philadelphia, PA 19114

[alexandradubenko@gmail.com](mailto:alexandradubenko@gmail.com)

(267) 531-8054

Highly organized with outstanding communication skills. Personable, detail-oriented, and conscientious leader. Able to prioritize and accomplish multiple tasks in order to complete projects with timeliness.

## Work Experience

---

### **Member Advisor**

American Heritage Federal Credit Union - Philadelphia, PA

August 2018 to Present

- Assist members with transactions
- Answer phones
- Recommend products for members

### **Patient Service Associate**

University of Pennsylvania Health System - Philadelphia, PA

February 2018 to August 2018

- Answer phone and direct calls
- Register new patients
- Schedule appointments for several departments

### **Administrative Assistant/Receptionist**

Lynnewood Gardens - Elkins Park, PA

June 2017 to February 2018

- Greet clients and collect information
- Answer phone and direct calls
- Scan and enter files into database
- Assist director and administrator with various tasks that may arise

### **Transporter**

Nazareth Hospital - Philadelphia, PA

September 2016 to June 2017

- Transport patients to CT scans, x-ray, ultrasound, among other tests
- Communicate information regarding patient whereabouts to nurses
- Sign out patients from floors
- Correspond with dispatcher and transport team

### **Front Desk Staff**

Northeast Racquet Club and Fitness Center - Philadelphia, PA

December 2014 to February 2017

- Train new front desk staff

- Greet and check-in members/prospective members
- Answer phones and provide information regarding the club
- Correspond with managers and sales representatives
- Operate cash register and receive/document payments

## Education

---

### **Bachelor of Arts in Marketing-Management**

Holy Family University - Philadelphia, PA

May 2017

### **Associate of Arts in Business Administration**

Manor College - Jenkintown, PA

May 2015