

Juan'Tia Rivers

Medical Secretary

Philadelphia, PA 19143

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267.5769535

My current objective is to obtain a position that will fully utilize my skills and offer an opportunity for continued professional growth

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Lead Food Service Worker

Philadelphia School District - Philadelphia, PA

August 2018 to Present

Order and prepare meals, maintain food area to state regulations, provide meals to 200 kids daily. Maintain organization and prepare paperwork, data entry, faxing, emailing.

Program Office Assistant

Envision Experience - Vienna, VA

June 2018 to August 2018

Answered incoming callings. Filed paperwork, process payments, faxed, emailed, made outgoing phone calls, ordered and maintained office support.

Transportatio Coordinator, Instructional Assistant, Office Assistant, Climate Support, PTA President, 8th Grade Sponsor

Khepera Charter School - Philadelphia, PA

August 2015 to April 2018

Create T.A.R, Knowledge of Compass, Familiar with the districts transportation policies, Answer and route phone calls, mail merges, create lesson plans for small group, reinstatements, in school suspension, fundraise, schedule principal meetings, click hours for meetings, type approximately 35+ wpm.

Medical Secretary

Central Montgomery Mental Health - Norristown, PA

May 2014 to August 2015

19401

- Gathers patient information by collecting demographic information from a variety of sources: interacting with registration areas and physicians' offices: retrieving information from automated printer.
- Initiates the medical record by creating and processing the patient care folder.
- Filed complete medical records in the minimum time
- Maintained a 99% accuracy rate in filing of loose reports
- Sound knowledge of office equipment

- Exceptional data entry and multitasking skills
- Ability to maintain confidentiality
- Strong eye for detail

Medical Records Clerk, Consortium

Methadone Clinic For Adults

September 2013 to May 2014

5501 Chestnut Street

- Quick and adept at gathering and recording patients' demographic data
- Hands on experience in managing master patient indexes
- Functional knowledge of chart mark off procedures
- Conversant with providing clerical support to numerous processes

Education

Diploma in ACHVIEMENTS

Lincoln Technical Institute - Philadelphia, PA

June 2009

Skills

Food Service, Food Prep

Additional Information

Time Management, Organization, Attention to Detail, Quality Focus, Professionalism, Productivity, Thoroughness, Coordination, Deadline-Oriented, Internal Communications, Reporting Skills.