

6029 Summerdale Ave, Philadelphia, PA, 19149-2676949567·tsimon326@gmail.com

Teyonna Fulton

Objective/Professional Goals

As an entry-level Human Resources Professional, I would like to provide my positive attitude and professional approach in this field, and shine as a star in my career. My professional goals include; helping an organization reach goals, keeping employees happy, help motivate employees, develop/ implementing strategies, policies, and programs directly related to management.

Experience

October 2013- Current	Woods	Langhorne, PA
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Medication Trained Staff

- Administer medications
- Observe patients for side effects
- Communicating with physicians
- Documentation
- Filing
- General office duties
- Secretarial duties

June 2008- October 2013	Lynch Homes	Willow Grove, PA
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Administrative Assistant

- Organize/ Schedule appointments
- Answer and direct calls
- Plan meetings
- Update and maintain policies and procedures
- Order office supplies

July 2005-July 2007	Jefferson Hospital	Philadelphia, PA
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Patient Service Representative

- Verifying Benefits
- Patient Registration
- Answered phone calls
- Communicated with Doctors/Insurance Companies

Education**Thomas Jefferson University**

Philadelphia, PA

Bachelor's degree in Human Resources Management

GPA 3.9

Community College of Philadelphia

Philadelphia, PA

Associates Degree in Health Care Studies

Graduated May 2017, with honors

Skills

Basic Knowledge of EEOC laws

Typing 40-50 wpm

Knowledge of Microsoft office

Communication skills

Detailed Oriented

Organizational skills

Tech savvy