

Avanthika Nair

Administrative Coordinator

Princeton, NJ

avanthikas95@gmail.com

713-367-2446

CPR Certified Junior Medical Office Administrator with experience in customer service in Healthcare Management and Medical practice industry. Skilled in Microsoft Office, Healthcare Management and Physical Therapy Aid. Strong inter-personnel, customer facing and communication skills. Bachelor's degree focused in Psychology from University of Houston-Downtown.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Billing Coordinator

NA Falcone & Associates - Treveose, PA

December 2018 to February 2019

- Arrange asset statements by client and investment companies.
- Create invoices to track bills or checks received from each client
- Track all billing records in deposit spreadsheets.
- Assist with directing calls and administration to account managers.

Office Assistant

Aspire Advancement Center - Cypress, TX

July 2017 to October 2018

- Organized lesson plans and handled payment transactions.
- Scanned and created copies of curriculum for different schools.
- Maintained a safe, clean, and functional learning environment.
- Tutored children between the ages of K-8th in all subjects.

Administrative Assistant/Receptionist/Office Manager Assistance

Blue Fish Pediatrics Clinic - Houston, TX

December 2014 to October 2018

- Handled computerized scheduling and billing insurance providers and managed record keeping using eClinical works.
- Interacted with varied populace of patients to their specific medical needs.
- Directed and evaluated wellness visits, follow ups, and medical screenings.
- Entered and assessed physicians data in excel.
- Devised spreadsheets to successfully organize monthly clinical expenses with Quickbook accounts.

Campus Representative

The Princeton Review - Houston, TX

July 2014 to October 2016

- Marketed graduate prep courses across various universities through tabling events and organizational meetings.
- Recruited campus representatives for different universities.
- Updated and organized students records, test scores and course material via excel spreadsheets.
- Delegated marketing strategies through PowerPoint presentations.

Intern

Aerio Rehab - Katy, TX
May 2015 to June 2015

- Shadowed DPT, PT Justin Bickford and earned 25 hours of experience in manual physical therapy.
- Assessed and evaluated patient charts to note patient progress.

Education

B.S. in Psychology

University of Houston Downtown
2017 to Present

Associate of Sciences

Lone Star College System
2012 to 2017

Skills

CPR (Less than 1 year), EXCEL (3 years), MICROSOFT WORD (5 years), POWERPOINT (4 years), Customer Service, Front Desk, Quickbooks, Expense Reports (3 years), Scheduling (2 years), Event Coordinator (3 years), Data Entry, Word, Bilingual, Invoicing, Invoice

Links

<https://www.linkedin.com/in/avanthika-nair-a78173169/>

Groups

American Medical Womens Association

August 2013 to December 2017

- Increased awareness in promoting women in health.
- Scheduled and reserved rooms for meetings and events, arranged travel for club officers.
- Coordinated and hosted annual charity galas to fund-raise for a cause in healthcare.
- Conducted Physical Therapy School tours and organized socials and holiday events.
- Volunteered for community events such as the Zoo Boo and 5k walks against diabetes.
- Fund-raised for senior care centers and children with cancer.

Additional Information

Technical Skills:

Proficient in use of Microsoft Word, Powerpoint, Excel, and Outlook. Eclinical Works. CPR certified.

Languages:

- English- Advanced/Fluent
- Malayalam- Fluent
- Spanish- Beginner
- Hindi- Beginner