

Stephanie Bupp

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Education:

• Archbishop Ryan High School
Philadelphia, PA

• Penn Foster- Scranton, PA

September 2014- 2015

Medical Administrative Assistant

• Community College Of
Philadelphia- Philadelphia, PA

September 2016- May 2017

• Manor College - Jenkintown,

PA September 2017 to May

2018

Experience

Claire's -Philadelphia,PA

Sales Associate/August 2013-June 2014

• Sales

• Cashier

Key holder

• Stock shelves

Northeast Family YMCA- Philadelphia,PA Assistant Group Supervisor/Counselor

August 2013-May 2017

Before and after care for K-7th grade, Summer counselor for 4-5 years old

• Assist with homework.

• Read books

• Responsible for crafts, sports, music and games

Played games.

• Assist with swimming

One on one

St. Lukes Day School- Philadelphia, PA Teacher Assistant/

May 2017 - Present Assistant teacher with 6 months- 5 year old

One on one

Read books

• Sang songs

Assisted with lessons plans and record keeping

Dr. Richard Vanni- Philadelphia,PA

May 2017-September 2017

Filled • Checked patients in and out • Scheduled appointments • Confirmed

appointments • Reminding Reminding patients about upcoming appointments • Faxing

Sea of Smiles-Yardley,PA

June 2018-currently working, Patient Coordinator.

• Open and close dental office per office protocol, • Ensure that HIPPA, • Answer and respond to telephone calls and email, • Greets and checking patients in/out,

• Confirm the next day's appointments, • Schedule patients, • Explain payment plans and financial options, • Gather and accurately record insurance information,

• Files/imports patient information, • Verify patient insurance coverage; • Confirm/ update information on every patient contact, • Mail and verify cost of payments and

mail billing statement

References

• Debora Nejman

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• Maryanne Balkir

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