

Katlyn Hoke
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Mission Statement:

To use my foundation of knowledge, creativity, passion and drive. Provide high quality Communication skills and build enduring relationships in an organization that expects and Values high level of productivity in achieving goals and exceeding all expectations.

Education:

Star Career Institute, Philadelphia Pennsylvania

- Certified EMS and CPR
- Classes included Anatomy and Physiology; Medical Terminology; Trauma; Medical; Delivering Babies; Oxygen; etc.
- Graduated in April 2010

DPT Business School, Philadelphia Pennsylvania

- Medical Office Administration
- Classes included Anatomy and Physiology; Medical Terminology; ICD-9 coding; Microsoft Office.
- Graduated in March 2005
- Awards for perfect attendance

MaST Community Charter School, Philadelphia Pennsylvania

- High school Diploma
- Classes included Math; Science; Technology

- Graduated in June 2004

Work Experience:

Laurel Manor Nursing Home, Stratford NJ

- Starting Working July 2017
- Activities Aide
- Responsibilities include keeping patients active playing games, trivia, coffee and tea, baking, trips.

Alaris, Cherry Hill NJ

- Started Working February 2017
 - Dietary Aide
 - Responsibilities include getting trays ready for patients, cleaning dishes, prepping desserts
- Etc.

The Children's Place, Levittown Pa, & Cherry Hill NJ

- Started working January 2016
 - Left Job January 2017
 - Job title is Cashier
 - Promoted to Lead Key Holder
 - Responsibilities include managing cash drawer, processing merchandise, keeping store
- Clean.

UPS, Lawnside New Jersey

- Started working here October 2015
- Job title is Package handler.
- Responsibilities include loading a truck and splitting the belt

Rite Aid, Philadelphia Pennsylvania

- Worked here from October 2013 to July 2015
- Job title was a Cashier
- Responsibilities included managing cash drawer; Debit/Credit transactions; Returns and Exchanges; Greet customers with upbeat personality; Face; Put orders away; etc.

R&C Roofing, Philadelphia Pennsylvania

- Worked here from August 2006 to October 2012

- Job title was Administrative Assistant
- Responsibilities included answering phones; Scheduling appointments; Fax; Copy; File.

Philadelphia Foot and Ankle, Philadelphia Pennsylvania

- Worked here from February 2006 to March 2008
- Job title was Medical Office Receptionist
- Responsibilities were to perform a variety of duties from answering phones and making Appointments to also greeting patients with an upbeat personality. Making copies of important Documents that needed to be filed as well as given to the patient.

Shoprite, Philadelphia Pennsylvania

- Worked here from August 2004 to October 2004
- Job title was a Cashier
- Responsibilities included maintaining cash drawer; Debit/Credit transactions; Handled WIC checks along with managing the cash drawer at the end of shift.

Technology Skills

- Microsoft Office 2003 to present
- Video Camcorders
- Digital Camera
- Microsoft Windows Software
- Fast typing

REFERENCES UPON REQUEST