

Tiffany A. Hart

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Objective: Self Starting, Dependable, Hardworking individual seeking to obtain an experienced level office position with Stability and room to grow within the company.

Experience:

Hands from the heart Home Care 10/21/2018
- Current

Position: Administrative Assistant/ Receptionist

Responsible for Employment Verifications, Payroll, Recruiting, Scheduling interviews, Updating Physical/ PPD forms, Checking ADL's, Direct inbound calls, fax, Email and Greeting visitors.

Like family Home care LLC 07/02/2017 -
09/06/2018

Position: Receptionist

Responsible for all Inbound and Outbound calls, Greeting and Directing all visitors, Email, Fax, Tying, Light Maintenance around the office.

Wills Eye Hospital 12/01/2014 -
01/01/2017

Position: Medical Assistant/ Receptionist

Responsible for Opening and closing the office, Taking Vitals, Prepping patients, Prepping Examination room, Scheduling appointments, Inbound/ Outbound calls, And handling co payments.

Education:

Star Career Academy 02/11/2011 - 08/10/2012

Vocational/ Technical School

Phlebotomy

Course: Medical Asst/