

Alexandra Dubenko

Philadelphia, PA

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Summary

Highly organized and detail-oriented with outstanding communication skills.
Personable and conscientious team member.

Experience

American Heritage Federal Credit Union (August 2018-present)

Member Advisor

- Answer phone calls
- Assist members with account updates and numerous other issues
- Communicate with representatives from various departments as needed
- Utilize Symitar, along with other programs

University of Pennsylvania Health System (February 2018-August 2018)

Patient Service Associate

- Answer phones and direct calls
- Register new patients
- Schedule appointments
- Check patients in and out

Lynnewood Gardens Apartments (June 2017-February 2018)

Administrative Assistant

- Greet clients and collect information
- Answer phone and direct calls
- Scan and enter files into database
- Assist director and administrator with various tasks that may arise

Education

Manor College, Jenkintown, PA

Associate of Arts in Business Administration

Holy Family University, Philadelphia, PA

Bachelor of Arts in Marketing-Management