

Destiny Wallace

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Objective: To obtain a medical administrative assistant position in an established healthcare facility, where I am able to exemplify my leadership skills and become an asset to the physician's office.

Education

Fortis Institute Towson, Towson, MD

Medical Office Administration Program/Training, 2019-Present

Administrative Skills

- Appointment scheduling
- Payment processing
- Electronic health records and Microsoft Word applications
- Telephone call management
- Insurance eligibility verification and claims processing
- ICD-10 and CPT coding

Professional Experience

Embassy Suites Hotel, Baltimore, MD

Breakfast Attendant/ Server

2018 - 2019

- Learned many facets of working with multicultural employees and customers
- Preparations with setting up food and dining areas at 5am and Grand Hall in the evenings
- Learned new and consistent guests ordered
- Stocked for the next day while waiting patiently for next shift employees
- Responsibly managed bills

Student Externship

Mercy Medical Center

10/26-11/19/2020

- Exceeds in Knowledge of Policies and Procedures, cooperation with supervisors and co-workers, personal initiative, attitude, safety, appearance, technical/ clinical skills, and meets attendance, and accuracy/speed.
- Works very well with others, willingness to learn and keep positive attitude.
- Has done over 500 swab tests on children, teenagers, young adults, adults, and elders.

References Furnished Upon Request