



JENNIFER VILLALTA

jennivillaltapaz@gmail.com | 954-598-2787 | Coral Springs, FL 33075 | WWW: [Bold Profile](#)

Personal Summary

Committed job seeker with a history of meeting company needs with consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand. Hardworking and reliable candidate with strong ability in helping patients Offering positive and communication . Highly organized, proactive and punctual with team-oriented mentality.

Hardworking employee with customer service, multitasking and time management abilities. Devoted to giving every customer a positive and memorable experience.

Skills

- Interpersonal Skills
- Adaptability
- Decision-Making
- Task Prioritization
- Relationship Building
- Effective Communication
- Team building
- Professional and Courteous
- Excellent Communication
- Problem-Solving
- Organizational Skills
- Scheduling and Coordinating
- Multitasking
- Reliability

Work History

Front Desk Receptionist
Personal Physician Care
05/2024 - 08/2024

- Responded quickly in emergency situations while maintaining composure under pressure.
- Educated patients about their health condition and available treatment options.
- Provided emergency care when necessary.
- Referred patients to medical specialists or other practitioners for more specialized courses of treatment.
- Maintained strict patient privacy and confidential patient information, taking care to meet HIPAA guidelines and statutes for data security.
- Maintained accurate and thorough patient charts in accordance with legal and clinical standards.
- Established and maintained relationships with specialists to provide patient referrals and holistic care.
- Advised patients about diet, nutrition and other lifestyle behaviors to promote health and disease prevention.
- Communicated effectively with staff members, colleagues and other healthcare providers.
- Demonstrated excellent communication skills in both verbal and written forms of contact with customers.
- Maintained a positive attitude while dealing with difficult customers.
- Answered incoming calls and provided customer service.
- Promoted high customer satisfaction by resolving problems with knowledgeable and friendly service.

Prestige | Coral Springs , FL
UIta

06/2021 - 02/2024

- Understood and followed oral and written directions.
- Worked successfully with diverse group of coworkers to accomplish goals and address issues related to our products and services.
- Assisted with customer requests and answered questions to improve satisfaction.
- Provided excellent service and attention to customers when face-to-face or through phone conversations.

Sunshine Consultant Group | Coral Springs, FL

Consultant

01/2022 - 08/2023

- Managed the development, maintenance and quality assurance of client deliverables.
- Ensured that all project deadlines were met in a timely manner.
- Spoke to clients one on one in person about the quality we offered of the company.
- Remained calm and professional in stressful circumstances and effectively diffused tense situations.

Cashier | FL

Cosmoprof

01/2018 - 09/2020

- Promoted high customer satisfaction by resolving problems with knowledgeable and friendly service.
- Understood and followed oral and written directions.
- Worked successfully with diverse group of coworkers to accomplish goals and address issues related to our products and services.
- Approached customers and engaged in conversation through use of effective interpersonal and people skills.

Education

Broward College | Fort Lauderdale, FL

Associate of Arts in Nursing

Expected in 06/2025

J. P. Taravella High School | Coral Springs, FL

High School Diploma

06/2018

Languages

Spanish:

Professional

English:

Professional