

Yahnae Greene
7554 Woodcrest Ave
Philadelphia, PA 19151
267-566-8668

Education

Morgan State University
Bachelor of Science – Applied Liberal Studies
Graduation: December 2024

Employment Experience

Main Line Health System

April 2024 – Present

Patient Registrar

Provide excellent customer service, answering incoming phone calls and ensuring patient confidentiality. Greet patients, validate medical coverage, coordinating admission and discharge processes.

Kirkbride Institute (Internship Experience)

January 2024 – March 2024

Assisting with clients daily scheduled groups and activities. Obtaining vital signs, obtaining urine samples, and ensuring patients follow daily rules and schedules. Assist with logging patient's belongings upon admission.

Amazon, Inc.

2023 – January 2024

Fulfillment Center Associate (Seasonal Position)

Process customer orders, receive and pack orders and ensure the product meets quality requirements.

Nordstrom Inc.

September 2022

Designer Shoe Sales (Seasonal Position)

Duties: Assist customers with purchase of designer shoes and accessories. Process transactions and provide excellent customer service.

Lowe's Home Improvement

2021 – January 2022

Customer Service – (Seasonal Position)

Duties: Process customer purchases, exchanges and refunds. Answering phone calls and transferring to the appropriate department. Handle customer complaints and issues while providing excellent customer service.

References Available upon request