

# Alesha Monique Allen

979-209-4219 ▪ Monday-Friday @ 8am to 12:30pm- aleshaallen41@yahoo.com

## PROFESSIONAL PROFILE

Customer service oriented professional with 3+ years of leadership experience. Able to provide administrative support and function as the primary interface between the patient and the provider. Capable of coordinating the efficient flow of patients, while remaining focused on managing priorities and ensuring patient confidentiality. Well-organized, manages time and priorities in multi-task environments.

Communication Platforms – Zoom, Skype.  
Microsoft Office Applications

## KEY QUALIFICATIONS

Child Care | Nutrition | developemntal | Cognitive thinking | Writing and spelling | Fashion Design | Wedding planning | Floral Design | Behavior Management

## EDUCATION AND PROFESSIONAL DEVELOPMENT

Ultimate Medical Academy | Associate of Science Degree / Health Sciences – Medical Administrative Assistant, 2022

Ultimate Medical Academy | Diploma – Medical Administrative Assistant, 2021

Southern New Hampshire University | Bachelor of Art /General Studies-Concentration Criminal Justice

## WORK EXPERIENCE

Pharmacy | Pharmacy Benefit Manager - process claims

Lead Teacher | Child Care Provider - Documented activities and behaviors manually, entered items into the computer, and completed data entry. ▪ Used MS Word, taught health and nutrition, answered inbound phone calls, and placed outbound calls.

## VOLUNTEER EXPERIENCE

I Served as a volunteer at Charity Missionary Baptist Church in Bryan, TX from 2014-2016 | Participate in fundraisers | Participate in step team | serve the community with food

I serve as a volunteer at Glitz Glory Glam Shop | my mom shop selling product and clothes and cash register | 2016- present

I Serve as a volunteer at my sister wedding | Doing her wedding design and arrangement | I also have experiences with doing her floral arrangements | College Station, Tx | 2021

I Serve as a volunteer for Rudder High School Color Guard | raising money for our team at Kroger | Bryan Texas | | 2010-2016 |