

# Sarah Ver Voort

## **Customer Service Representative - Urgent Care Physicians**

Kaukauna, WI 54130

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99200 462-8901

I am an outgoing individual who works well with people of all ages. I am willing to learn new things and I am not afraid of challenging situations. I can work independently with little supervision or in a team atmosphere.

### Highlights:

- Trustworthy
- Responsible
- Professional and mature
- Self-directed
- Outgoing
- Strong problem solver
- Resourceful, Results-oriented
- Team player
- Flexible
- Willing to learn

#readytowork

Authorized to work in the US for any employer

## Work Experience

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### **Customer Service Representative**

Urgent Care Physicians

November 2016 to November 2019

- Check in patients
- Process Insurance
- Process payments
- Run tests

### **Production Worker**

Midwest Paper Group - Combined Locks, WI

May 2019 to August 2019

worked on the production line

### **Certified Nursing Assistant**

ManorCare

June 2018 to August 2018

- Assist residents with daily activities (ADLs)

- Assist residents with transfers
- Assist residents with grooming and dining
- Chart completed tasks
- Provide support to residents in need

### **Cashier**

Lindner Ace Hardware  
March 2016 to June 2016

- Customer Service
- Cash handling experience

Babysitting - Ongoing

## Education

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### **Bachelor's in Nursing**

Marquette University - Milwaukee, WI  
August 2018 to Present

### **license**

Kaukauna High School  
2014 to November 2018

### **CNA license**

Fox Valley Technical College  
August 2016 to November 2016

## Skills

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- Call Center
- Customer Service
- CSR
- Customer Care
- Babysitting
- Childcare
- Nannying
- Nursing
- Vital Signs