

Talisha Young

Medical appointment scheduler - Health Partners

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Work Experience

Medical appointment scheduler

Health Partners

June 2019 to Present

Answered incoming calls and scheduled medical exams for patients and handled customer service inquiries.

- Organized and maintain confidential medical files and records.
- Completed insurance and other claim forms.

Home health aide

English Rose Suites - Edina, MN

October 2018 to June 2019

- Monitored patient condition by observing physical and mental condition, intake and output, and exercise.
- Supported patients by providing housekeeping and laundry services; shopping for food and other household requirements; preparing and serving meals and snacks.

Its worker

Metro Care Human Services - Woodbury, MN

August 2018 to October 2018

Worked directly with clients to teach new skills with hands-on instruction. Wrote out an independent living plan to meet individual needs, such as self-esteem, meal planning, financial management, obtaining housing and transportation.

Resident assistant

Accessible Space - Bloomington, MN

June 2017 to August 2018

Assisted each client in daily activities and provided basic routine care; such as assistance in eating, bathing, brushing teeth, giving medicine, checking the client's temperature and pulse rate, and helping with artificial limbs or walking aids.

Line server

Cafe Zupas - Eagan, MN

April 2017 to June 2017

- Provided great customer service while taking customers orders.

- Completed each task on our team checklist daily.
- Restocking and doing a fresh food rotation on the line.

Handler - Shakopee, MN

November 2016 to February 2017

- Packing single items in a fast pace environment.
- Double checking each packages shipping information.
- Restocking and organizing my work area.