

# Patricia Stringer

St. Louis, MO 63120

[patriciastringer26\\_cz3@indeedemail.com](mailto:patriciastringer26_cz3@indeedemail.com)

+1 314 366 5030

## Work Experience

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### **CNA - Certified Nursing Assistant**

Lutheran Senior Services - St. Louis, MO

June 2018 to Present

Assisting residents with their daily care needs as far as bathing grooming assisting to the restroom cleaning and daily activities

### **Medical Receptionist**

LRT Home health - St. Louis, MO

October 2014 to January 2018

As a medical receptionist I managed the front office by filing typing orientating new employees I also completed payroll . Assistant new clients with application and assigning a health care worker to fit the needs of the clients I also handle payout

## Education

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### **Associate in Medical billing and coding**

Martinsburg college - Martinsburg, WV

June 2020 to Present

### **Cetified nursing assistant in Nursing**

Darudy - St. Louis, MO

April 2013 to July 2013

### **High school diploma**

## Skills

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- Medical Office Experience
- Medical Receptionist
- Office Administration
- Patient Care
- Medical Scheduling
- Phone Etiquette
- Medical Records
- Medical Billing
- Office Experience

- Medical Coding
- Medical Terminology
- CPT Coding
- Insurance Verification
- EMR Systems
- Hospital Experience
- Triage
- Clerical Experience
- Customer service
- Typing
- Analysis skills
- Experience Administering Injections
- QuickBooks
- HIPAA

## Certifications and Licenses

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### **CPR**

### **Certified Nursing Assistant (CNA)**

## Assessments

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### **Work style: Reliability — Expert**

April 2021

Tendency to be dependable and come to work

Full results: [Expert](#)

### **Nursing assistant skills — Expert**

September 2020

Providing nursing aid to patients using knowledge of relevant equipment and procedures.

Full results: [Expert](#)

### **Home health aide skills — Proficient**

September 2020

Providing care to patients in a home setting

Full results: [Proficient](#)

### **Work style: Conscientiousness — Proficient**

July 2021

Tendency to be well-organized, rule-abiding, and hard-working

Full results: [Proficient](#)

### **Call center customer service — Familiar**

July 2021

Applying customer service skills in a call center setting.

Full results: [Familiar](#)

### **Customer service — Familiar**

July 2020

Identifying and resolving common customer issues

Full results: [Familiar](#)

### **Data entry: Accuracy — Highly Proficient**

September 2020

Entering data quickly and accurately

Full results: [Highly Proficient](#)

### **Work style: Reliability — Expert**

August 2021

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Expert](#)

### **Scheduling — Completed**

September 2020

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: [Completed](#)

### **Food service: Customer situations — Proficient**

August 2021

Ensuring customer satisfaction and prioritizing tasks in a food service setting

Full results: [Proficient](#)

### **Advanced attention to detail — Completed**

July 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Completed](#)

### **Customer focus & orientation — Highly Proficient**

September 2020

Responding to customer situations with sensitivity

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.