

Stephanie Frederic

Orlando, FL 32818
utaakane@yahoo.com
+1 754 801 3528

Seeking a position in a friendly environment

Willing to relocate: Anywhere

Work Experience

Medical Assistant

Delta p center - Orlando, FL
August 2020 to February 2022

Back office, performed phlebotomy, injections and experienced in collecting COVID-19 PCR specimens.

Front Desk Receptionist

Pediatric Associates - Orlando, FL
April 2019 to May 2020

Child Care Worker

Child Care Careers - Plantation, FL
May 2017 to November 2017

Deli/Bagger Associate

Publix
September 2016 to April 2017

Sales

Trillium Sales group
March 2015 to December 2015

Sales, Telemarketer

MSF Company
June 2014 to November 2014

Crew Cashier, Sandwich Maker

Checkers
January 2014 to April 2014

Crew, Folding Clothes, Customer Service

Tommy Hilfiger
November 2013 to December 2013

Education

Associate in Education

Valencia college - Orlando, FL

May 2019 to Present

Associate in Education

Broward college - Coconut Creek, FL

March 2018 to November 2018

High school diploma in MA certificate

Florida Career college - Lauderdale Lakes, FL

January 2016 to January 2017

Certified Medical assistant in Medical assistant

Florida Career College-Miami

Skills

- Successful at completing tasks on time
- Able to handle any stressful situation
- Able to come to work on time
- Willing to learn any new objective that is presented
- Telemarketing
- Childcare
- Curriculum Development
- Front Desk
- Teaching
- Classroom Management
- Medical Office Experience
- Medical Receptionist
- Customer Service
- Medical Records
- Medical Billing
- Medical Scheduling
- Insurance Verification
- Medical Assisting
- HIPAA
- OSHA
- Medical terminology
- eClinicalWorks

Certifications and Licenses

First Aid Certification

BLS

Basic Life Support (BLS)

CPR Certification

CMA

Assessments

Medical receptionist skills — Proficient

December 2021

Managing physician schedules and maintaining accurate patient records

Full results: [Proficient](#)

Filing & organization — Proficient

May 2020

Arranging and managing information or materials using a set of rules.

Full results: [Proficient](#)

Electronic health records: Best practices — Proficient

May 2020

Knowledge of EHR data, associated privacy regulations, and best practices for EHR use

Full results: [Proficient](#)

Work style: Reliability — Expert

January 2020

Tendency to be dependable and come to work

Full results: [Expert](#)

Work motivation — Expert

May 2020

Level of motivation and discipline applied toward work

Full results: [Expert](#)

Customer focus & orientation — Proficient

August 2021

Responding to customer situations with sensitivity

Full results: [Proficient](#)

Workplace safety — Highly Proficient

November 2020

Using safe practices at work

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.