

Alina Sigala

Oxnard, CA 93036

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Authorized to work in the US for any employer

Work Experience

Medical Receptionist

Ventura Pulmonary and Critical Care - Ventura, CA

October 2021 to December 2021

Scheduled patient appointments and confirmations, handled copays and eligibility of insurances. Handled authorizations as well as checked in and checked out patients. Completed billing and diagnosis's. Set up new patients and worked with other offices to gather information needed for scheduling. Greeted patients and formed relationships with patients and worked as a team with other staff.

Cashier and Customer Service

URBAN CAFE - Oxnard, CA

June 2021 to October 2021

Handled cash and food, provided great customer service with a smile as well as performed cleaning and upkeep duties around the store.

Host

Wood Ranch BBQ & Grill - Ventura, CA

April 2021 to July 2021

- Answered telephone inquiries
- Scheduled reservations
- Directed guests to their table
- Accommodated and managed large parties
- Managed customer requests
- Monitored training of new employees

Cashier/Sales Associate

Old navy - Ventura County, CA

September 2020 to January 2021

I worked seasonal as a cashier as well as working the floor and fitting rooms

- Answered and monitored phone calls
- Provided excellent customer service
- Trained new employees

Party Host

Sky Zone - Ventura, CA

December 2018 to August 2019

1. Meet with parents and children and entertain prior to party

2. set up and host party
3. clean up and reset party rooms
4. court monitor the children jumping
5. cashier

Education

High school diploma

Condor High School - Oxnard, CA
August 2017 to June 2020

Skills

- Outgoing
- Customer Service
- Sales
- Hospitality
- Sales Experience
- Host/Hostess
- Experience with Children
- Cashiering
- Childcare
- Cash Handling
- Babysitting
- Cashiering
- Childcare
- Cleaning Experience
- Experience with Children
- Host/Hostess
- Serving Experience
- Guest services
- Restaurant experience
- Medical receptionist
- Medical office experience
- Medical terminology
- Computer skills
- Medical billing

Languages

- German - Fluent

Certifications and Licenses

ServSafe Food Handler

April 2021

Food Handler Certification

Assessments

Memorization & Recall — Highly Proficient

August 2019

Committing product or merchandise information to memory and recalling it at a later time.

Full results: [Highly Proficient](#)

Customer Focus & Orientation — Proficient

August 2019

Responding to customer situations with sensitivity.

Full results: [Proficient](#)

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