

Hannah Garcia

Dallas, TX 75287

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+1 940 208 8824

- Polite communication in Spanish and Russian

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Administrative Assistant

Aurora Home Health - Plano, TX

August 2020 to Present

Payroll, document management, invoicing, basic HR duties, Quickbooks, Axxess EMR, light bookkeeping, greeting guests and answering phones, insurance verification, insurance authorization, performing background checks, upkeep of employee files.

Medical Receptionist/ Medical Scribe

Nuby Pediatrics - Denton, TX

August 2019 to April 2020

High volume incoming phone calls, multi tasking, use electronic medical records, faxing and filing, communication between patients and doctors, prior authorizations for doctors, collecting debt and payments.

Cosmetologist

Salon by InStyle - Denton, TX

March 2016 to December 2019

Styling hair, advising proper health regimens for keeping scalp, skin and hair looking and feeling the best.

Medical Records Analyst

University Behavioral Health of Denton - Denton, TX

May 2014 to January 2016

Also worked during that time as hospital reception, driver, and outpatient/inpatient mental health technician.

Administrative Assistant

University Behavioral Health of Denton - Denton, TX

June 2014 to November 2015

Detail oriented faxing filing and keeping of records for out patient school program at a behavioral hospital.

Education

License in Cosmetology

Ogle School Hair Skin Nails-Denton - Denton, TX
2013 to 2016

GED in General

Denton High School/NCTC Corinth - Denton, TX
2005 to 2011

Skills

- Microsoft office applications (2 years)
- Quickbooks (2 years)
- Medseries4 (1 year)
- Office Practicum EMR (Less than 1 year)
- Medical Records
- Medical Receptionist
- Medical Terminology
- HIPAA
- Anatomy Knowledge
- Hair Styling
- Computer Literacy
- Spanish
- Front Desk
- Multi-line Phone Systems
- Medical Office Experience
- Document Management
- Data Entry
- Microsoft Outlook
- Administrative Experience

Awards

Perfect Attendance award

Multiple attendance awards in school

Highest retail sales

School award for retail sales

Certifications and Licenses

First Aid CPR AED

Driver's License

Cosmetology License

Assessments

Verbal Communication — Proficient

April 2020

Speaking clearly, correctly, and concisely

Full results: [Proficient](#)

Customer Focus & Orientation — Expert

August 2019

Responding to customer situations with sensitivity.

Full results: [Expert](#)

Admin. Assistant — Highly Proficient

July 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [Highly Proficient](#)

Receptionist — Proficient

April 2020

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [Proficient](#)

Customer Service Fit — Proficient

May 2020

Assesses personality traits that result in high-quality customer service.

Full results: [Proficient](#)

Problem Solving — Expert

May 2020

Measures a candidate's ability to analyze relevant information when solving problems

Full results: [Expert](#)

Data Entry — Proficient

May 2020

Entering data quickly and accurately

Full results: [Proficient](#)

Electronic Medical Records: Best Practices — Proficient

May 2020

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

Full results: [Proficient](#)

Medical Receptionist Skills — Highly Proficient

May 2020

Managing physician schedules and maintaining accurate patient records

Full results: [Highly Proficient](#)

Office Manager — Proficient

May 2020

Scheduling and budgeting

Full results: [Proficient](#)

Attention to Detail — Expert

May 2020

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

Full results: [Expert](#)

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