

Chelsea Youngman

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330-705-8338
7892 Justus Ave. SW
Navarre, Ohio 44662

Objectives

To obtain a position using the skills and knowledge I have learned through my education

Education

Fairless High School

High School Diploma - 2007

Kent State University

Bachelors of Science in Nursing – expected graduation December 2012

Stark State College of Technology

Administrative Medical Specialist with Medical Coding and Billing – expected graduation December 2012

Experience

Receptionist

S. Zaidi, M.D. & Associates

July 2012 – Present

- Checking patients in and out, scheduling new/existing patients, answering phones, taking messages for doctor and counselors, calling in prescriptions

Data Entry/Research Assistant

Neuro Behavioral Clinical Research

November 2011 – June 2012

- Entering research data into database, assisting others with vitals and ECG, helping room patients'

Officer Worker/Cashier

Belloni Foods

August 2006 – November 2011

- Customer Services, Assisting/Overseeing other cashiers, Answering Phones, Counting down registers, Counting office money

