

NORA ABENOJAR

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OBJECTIVE

To work in a creative, team oriented environment in which my skills and knowledge can be used to its maximum potential benefiting the organization.

QUALIFICATION

Softwares: MicrosoftOffice (Word, Powerpoint, Excel)

Medical skills: ICD 9/CPT Coding, Medical Billing, Medical terminology, Vital Signs, Blood Pressure, Temperature & Respiratory.

Clerical Skills: Record and Filing, Petty Cash, 10-key, Certified 40 wpm.

- Able to multitask, and work without constant supervision.
- Able to work in a team environment and effectively communicate with client/management issues.

WORK EXPERIENCES

Apple Mc Café, Sunnyvale California Prep/Server: Responsible and serving it hot or cold as required. Clean food preparation equipment including pot, containers, dishes and many others. Responsible for preparing simple items such as beets, chicken and dressing that goes to salad. Help serving the food.

ValmarkIndustries, Livermore, California

QualityControl: Cosmetics inspection for level graphics, overlays and membrane switch. Ability to read drawings to determine dimensions, tolerance, color equipment and material sheets. Capable of making color matching comparisons to its standard requirements.

Western Dental, Stockton, California

11/2006-03/2007

Receptionist: Primary responsibilities include answering heavy phone calls and scheduling.

Welcome and providing services to patients with a smile. Knowledge of patient benefits verification, insurance/account billings, A/R tracking and follow-up procedures. Know how to schedule maximum productivity and how to minimize scheduling risks. Enjoy the challenges of multi-tasking.

Dart Container, Lodi California

04/2004-01/2006

Production Associate: Prepared and packed styro-foam products for shipment. Inspect for any defective materials. Checked and reset machines anytime there's a breakdown.

Cater Air International Airport, San Jose California

08/1989-01/2003

Food Preparation/Supervisor: Supervised a team of people preparing hot and cold meals in flight for coaches and first class passengers based on head count. Scheduled meal tags and responded to heavy phone transactions. Ensured workplace followed safety and sanitation.

EDUCATIONAL ATTAINMENT, SKILLS & CERTIFICATION

Medical office specialist
Maric College

Completed March 2006

Typing Certificates
Mission College, Santa Clara Ca

Completed August 1991

Diploma
Santa Clara High School, Santa Clara

Completed March 1989

Typing 40 wpm with certificate and 10-key with certificate