

Thur. 2/20

Mamie Forte

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Qualifications:

- Excellent personal motivation with a proven ability to build and work collaboratively in a strong team concept environment, and independently
- Focused, versatile, dependable, multi-task oriented, flexible, positive, emotionally stable, able to adapt effectively to challenging and emergency situations.
- Well-developed skills in prioritizing, organization, decision making, time management, and verbal/written communication skills.
- Strong interpersonal skills resulting in exceptional rapport with people. Able to deal courteously, professionally, and tactfully with the general public in variety of circumstances.

Education:

Western Career College, Sacramento, CA
Medical Assisting Certificate

Employment Experience:

IHOP, Sacramento, CA 11/2013 - present
Hostess

Duties include: greet and seat guests, present menu, run waitlist, answer questions regarding menu items and dining experience, ensure that requirements for all guests are met, answer multi-lined phones, coverage of the hostess stand at all times and assist in maintaining the cleanliness of the restaurant.

Bravo-Mathew Medical Center, Sacramento, CA 08/2004 – 09/2006
Primelife Medical Group, Sacramento, CA 06/2002 – 08/2004
Medical Assistant

Duties included: multi-line phone coverage, HIPAA compliancy, filing, patient charting, sterilization techniques, vitals, height and weight, obtaining and recording patient history, preparing and maintaining examination and treatment areas and assisting with minor office procedures.

Marguerite - S. Sandoval