

# DANIELLE A. LAMITIE

Dana Point, CA, 92629  
949-292-0704 • dlamitie86@gmail.com

## SUMMARY OF QUALIFICATIONS

- Self-starter with professional manner
- Highly organized with superior attention to detail
- Excellent communication skills and active listening
- Filing and data archiving
- Microsoft Office, Excel, PowerPoint, NextGen

## EDUCATION & ACADEMIC EXPERIENCE

<b>Orange Coast College</b> <i>Associates Degree, History</i>	Jan. 2014 - May 2016 [Expected]
<b>Paul Mitchell The School</b> <i>Certificate, Esthetician</i>	May 2007

## PROFESSIONAL EXPERIENCE

<b>Tool Time Catering</b> <b>Caterer</b>	June 2013 - Present <i>Irvine</i>
<ul style="list-style-type: none"><li>• My duties include greeting customers and making sure all their needs are met while providing great customer service.</li><li>• Getting food and drinks ready in a timely and precise manner to be delivered by truck.</li><li>• Taking orders, serving a multitude of guests and cleaning up after substantial rushes.</li></ul>	
<b>South Coast Eye Care Center</b> <b>Medical Front Desk Specialist</b>	March 2013 - June 2013 <i>Laguna Hills</i>
<ul style="list-style-type: none"><li>• My duties included greeting patients and scheduling, or confirming, their diagnostic appointments, surgeries, or medical consultations through NextGen.</li><li>• Compiling and recording medical charts, reports, or correspondence.</li><li>• Receiving and routing messages or documents, such as laboratory results, to appropriate staff.</li><li>• Obtain authorizations and make sure insurance was up to date and collected any co-pays or deductibles when needed.</li><li>• Properly transmitting correspondence or medical records by mail, e-mail, or fax, appropriately.</li></ul>	
<b>Crown Valley Imaging</b> <b>Medical Front Desk Specialist</b>	July 2007 - December 2011 <i>Mission Viejo</i>
<ul style="list-style-type: none"><li>• I was responsible for scheduling and confirming patient diagnostic appointments</li><li>• Compiling patients info and getting a chart available for the doctor</li><li>• Greet visitors, ascertain purpose of visit, and direct them to appropriate staff; Answer telephones and direct calls to appropriate staff</li><li>• Transcribe recorded messages or practitioners' diagnoses or recommendations into patients' medical records</li></ul> <p><i>*References and complete list of professional experience available upon request.</i></p>	