

DANIELLE A. LAMITIE

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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

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

PROFESSIONAL EXPERIENCE

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

**References and complete list of professional experience available upon request.*