

KT O'CONOR

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WORK EXPERIENCE

Eating Recovery Center Denver, CO

Medical Transcriptionist June 2016 - Present

- Performed tasks of interpreting and transcribing handwriting by physicians on therapeutic, clinical course, and diagnosis
- Documented patient care and facilitate delivery of quality healthcare services
- Handled the tasks of maintaining references for medical terminology and procedures
- Edit, revise, and clarify inaccuracies without altering the actual meaning of the medical notes
- Identified, interpreted, and evaluated discrepancies and inconsistencies in medical notes

Beacon Hill Staffing Group, New York, NY

Temporary Administrative Receptionist August 2015 – June 2016

- Meet and greet visitors with outstanding customer service
- Answer phones and direct phone calls
- Handle incoming and outgoing mail
- Order lunches and stock supplies
- Schedule meeting and conference rooms using Microsoft Outlook

Argo Tea, New York, NY

Barista September 2013 - March 2014

- Provided customers with product details, such as tea blend or preparation descriptions
- Took customer orders and conveyed them to other employees for preparation
- Described menu items to customers and suggested products that might appeal to them
- Prepared and served hot and cold beverages, such as coffee, espresso drinks, and teas
- Demonstrated the use of retail equipment, such as teapots
- Received and processed customer payments
- Cleaned service and seating areas
- Checked temperatures of freezers, refrigerators, and heating equipment to ensure proper functioning

Church of the Epiphany, New York, NY

Sexton January 2014 - June 2014

- Managed the requests and demands of various churchgoers
- Oversaw the weekly coffee hour and monthly cookout at the church
- Washed, peeled, and cut various foods, such as fruits and vegetables, to prepare for serving
- Portioned and wrapped the food, or placed it directly on plates for service to parishioners
- Prepared and served a variety of beverages such as coffee, tea, and soft drinks

Environment Ohio, Cincinnati, OH

Field Manager June 2013 - August 2013

- Canvassed door to door to raise funds for a political advocacy organization
- Managed a team of other canvassers
- Trained new candidates and assessed their ability to join the office
- Scouted neighborhoods and assigned turf to each canvasser based on their goals and abilities
- Met daily and weekly fundraising goals for my team and myself

EDUCATION

Marymount Manhattan College, New York, NY

Bachelor of Fine Arts (Acting), May 2015

Mount Notre Dame High School, Cincinnati, OH

High School Diploma, Jun 2011