

CORINA DAC

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OBJECTIVE: Seeking a position as an **Administrative Assistant** with opportunities for advancement.

EDUCATION

Bachelor of Science: Health Science (Public Health Science) - May 2016
San Jose State University, San Jose, CA

Certificate, Accounting – December 2018
Mission College, Santa Clara, CA

APPLICATIONS & SKILLS

- Proficient in Microsoft Word, Excel, PowerPoint, gSuite, Outlook, and QuickBook.
- Strong work ethics, organized, team-oriented, detail-oriented, effective communicator, friendly, flexible, and ability to multitask.

PROFESSIONAL EXPERIENCES.....

Santa Clara Family Health Plan – San Jose, CA **February 2019-May 2019**

Patient Care Coordinator, Case Management (Temporary)

- Provided outreach to members to facilitate timely completion of Health Risk Assessments (HRA's) by telephone, mail or in person, as needed.
- Documented members' HRA forms for HIF/METS.
- Attended weekly and monthly departmental meetings and trainings.

Medical Hair Transplants and Aesthetics - Los Gatos, CA June 2018- September 2018
Office Assistant

- Maintained daily sales report for each patient, ensuring numbers are accurate and up-to-date.
- Issued receipts for deposits, balances, and refunds of patients' surgeries.
- Prepared surgery charts and invoices for each patient before surgery.
- Entered day-to-day transactions into QuickBook.

Bill Wilson Center - Santa Clara, CA

September 2016 - January 2017

Office Assistant Volunteer

- Update of data files, documentation, document maintenance and word processing

John XXIII Multi-Services Center - San Jose, CA **September 2015 - December 2015**
Citizenship Tutor Volunteer

- Provided 1:1 tutored 10+ seniors in preparation for the citizenship interviews.
- Created and documented lesson plans for the citizenship preparations.
- Collaborated with Coordinator/staff to discuss any issue and provide a solution.

Our Lady of Fatima Villa - Saratoga, CA

June 2013 - August 2013

Nursing Assistant Practicum

- Completed Nursing Assistant courses at Mission College.
- Helped nurse patients with their personal hygiene, and daily living activities.
- Answered patients' requests, and ensured they received timely appropriate care.
- Documentations of forms, reports, logs, and records.