

# 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 QuickBooks.
- 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 QuickBooks.

**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.