

Angela Rodriguez

Broad Brook, CT 06016

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Accounting clerk, looking to expand my horizons and utilize my skills in a remote setting.

Authorized to work in the US for any employer

Work Experience

Accounts Payable Clerk

Sardilli Produce & Dairy Co., Inc - Hartford, CT

September 2022 to Present

Responsible for receiving, processing, and verifying invoices related to accounts payables, Track purchase orders and process payments that come into the company's accounting department from suppliers or customers.

Medical Assistant

Maria Doherty M.D and associates - Brooksville, FL

November 2015 to August 2022

Answering phones, Scheduling appointments, clinical testing, taking patient's vitals. Verifying insurances and creating referral requests and Insurance authorizations. Performing immunization shots.

Customer service intake representative

Binder & Binder - Hauppauge, NY

August 2010 to November 2015

Answering phones in a call center setting, Screening clients for eligibility for representation disability claims Regarding Social Security disability. Filing Social Security appeals. Requesting medical documentation.

Education

Certification in Medical Assisting

Branford Hall Career Institute-Bohemia Campus - Bohemia, NY

2010 to 2011

High school diploma

Ross High School - Brentwood, NY

2006

Skills

- Insurance Verification

- Medical Documentation
- Medical Records
- EMR Systems
- HIPAA
- Patient Care
- Medical Office Experience
- Experience Administering Injections
- Customer Service
- Medical Terminology
- Vital Signs
- ICD-10
- Front Desk
- Clerical Experience
- Medical Scheduling
- Administrative Experience
- Blood Sampling
- Quality Assurance
- Microsoft Excel
- Triage
- Transcription
- Venipuncture
- Retail sales (5 years)
- Customer support (10+ years)
- Medical receptionist (10+ years)
- Typing (10+ years)
- Intake (10+ years)
- Phone Etiquette
- Laboratory Experience
- EMR systems (10+ years)
- Phlebotomy
- Computer Skills
- Medical Coding
- Physiology Knowledge
- Caregiving
- Data entry

Certifications and Licenses

Medical Assistant

2011 to Present

GPA 4.0
Presidents list graduate

Phlebotomy
2011 to Present

EKG
2011 to Present