

Fiona Mitchell

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i have experience as a cashier , I am a certified home health aide

Authorized to work in the US for any employer

Willing to relocate: Anywhere

Work Experience

Clerk Supervisor

Usps - Newark, NJ

November 2017 to Present

oversees the sorting out and organizing of incoming and outgoing mail, parcels and freight deliveries.

He also ensures that employees appropriately package and prepare local and international cargo for dispatch by stamping and labeling them.

I confirmed that employees mark and label fragile parcels before dispatch. I selected mail and parcels randomly from trolleys to confirm that they have stamps and are placed in the right categories. I also was responsible for ensuring that timelines, guidelines and policies - on how to receive mail and attend to customers - are met. Sort, scan and separate mail to give to mail carriers for deliveries.. works at a finance unit so I also mail packages and parcels, sell stamps envelopes and money orders, deal with customers concerns and or complaints, schedule appointments for customers to pick of mail . I also am trained to process passport applications and a acting supervisor on the weekends when the actual supervisor is off

Manager/Sandwich Artist

Subway

March 2015 to August 2018

Open store, bake bread,bake cookies take out food, open cash register for the day, performing cash drops, inventory, stock food, train new employes, manage new employees, close store attending bi weekly meetings with general manager

Administrative Assistant

Greater Realty Management

March 2016 to March 2017

- Answer and direct phone calls.
- Organize and schedule appointments.
- Plan meetings and take detailed minutes.
- Write and distribute email, correspondence memos, letters, faxes and forms.
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system.

Medical Assistant

United Medical Associates - East Orange, NJ

July 2014 to September 2016

I worked at this doctors office after I finished medical assistant/medical billing and coding school to get experience to get a hospital position . Job duties were filing charts, taking vital signs, answering phones, scheduling appointments, calling patients in so they can get their blood work results, rescheduling appointments, learning how to use EMR ,Entering and/or scanning authorization information into patient's

EMR documenting events, specifically service authorization approvals, denials, etc.

Administration Supervisor

United Medical Associates - East Orange, NJ

May 2012 to September 2014

- supervise administrative team members and ensure that daily office operations are performed in a seamless and efficient manner.
- Greeting and welcoming patients to the practice.
- Scheduling, rescheduling, or canceling appointments as needed.
- Assisting patients to fill out information forms.
- Preparing patients' charts and daily schedules for the staff.
- Updating patient records and documenting recent treatments and procedures.
- Scheduling follow-up appointments and providing telephonic reminders.
- Communicating with medical insurance providers to determine if patients are required to make co-payments.
- Verifying methods of payment and collecting payments as needed.
- Performing general office duties, such as answering telephones, photocopying, filing, and faxing.

Accomplishments

My computer skills have expanded..I very become more responsible..I get a chance to read more and help the company get to the top. I have learned how to keep things in order much better..I know what meaning of customer service and I example it

Skills Used

Customer service skills..I've become outspoken and I am a people's person

Sales Agent/Customer Service

Verizon - Linden, NJ

January 2010 to October 2013

Demonstrates an expertise of Verizons outstanding suite of products (, Unbeatable Internet, TV & Streaming Video. Promotes and sells offerings to individual customers by visiting them at their homes in an assigned territory. Continuously maintains a detailed knowledge of features, benefits, product differences, pricing and campaigns in comparison with competition. Communicates and develops rapport with customers. Evaluates individual customers' existing and potential product needs and makes recommendations. Educates customers on Verizons products and pricing models as well as competitive advantages over other service providers. Crafts turf management plans without assistance, applies experience-based sales techniques, operates independently. Shows confidence in selling ability. Displays proficient time management and organizational skills.

Housekeeper Supervisor

st vincent medical center - Cedar Grove, NJ

November 2007 to October 2011

Responsibilities clean up rooms...make beds..vacuum floors..clean bathrooms...fold towels and blankets, over see the employees, making sure everyone is following protocol and rules and being as clean and safe as possible

Accomplishments

i have learned to be more responsible when it comes to being clean and organized

Para/teacher aide

Hillside Elementary School - Hillside, NJ

September 2007 to July 2011

Responsibilities

Sat with the kids, watch movies , feed them , play games...I love kids , I have 2 of my own ages 6 and age 13 and I love it...I was a bit shy but small children love me

Accomplishments

This job taught me how to have more patients with kids, learn how to understand their feelings and teaching them right from wrong

Skills Used

I performed my peoples person skills, my outgoing, kindhearted patient responsible skills security

Cashier/Customer Service

meadowlands - East Rutherford, NJ

December 2007 to October 2010

Responsibilities operate cash register/serve food

Accomplishments

i got a great experience with helping and serving customers needs

Skills Used customer service/people skills

Cashier

pathmark - Montclair, NJ

May 2007 to August 2010

Responsibilities my responsibilities were operating a cash register, handling money,stocking food on shelves,customer service center,sometimes i did voids and returns..i have enough experience to be considered for the position..thanks

Accomplishments at this job ive learned how to deal with customers everyday..helped me out a little bit more with my math..i can adapt to any surrounding..i have learned to be more determined,reliable,responsible

Skills Used

i used my people person skills..computer typing skills and cash register skills teachers aide

Real Estate Agent

Career path academy

June 2022

I am currently take real

Estate classes. I started 06/27/2022 I will be finished 7/27/2022. I am currently looking for a licensed broker to

Work with

Education

medical

National Career Institute - East Orange, NJ
November 2016

medical

Star Career Academy - Newark, NJ
2014 to 2016

Irvington High School - Irvington, NJ
2011 to 2012

Skills

- Phlebotomy , did 35 venipunctures and 10 ekgs (Less than 1 year)
- Shift Supervisor
- Crew Member
- Food Service
- Team Member
- Fast Food
- Inventory Clerk
- Filing
- Customer Service
- Data Entry
- Front desk
- Clerical experience
- Patient monitoring
- Security
- Medical Office Experience
- Vital Signs
- Front desk
- Clerical experience
- Medical records

Certifications and Licenses

Certified Medical Assistant

Certified Home Health Aide

Driver's License