**Jahmeta Nesbitt**

5502 Alhambra Dr

Orlando, FL 32808

727-565-5647

[**JahmetaNesbitt1997@gmail.com**](mailto:JahmetaNesbitt1997@gmail.com)

I am seeking a position as an Office Administration offering clerical skills and experience in an office environment.

**CORE STRENGTHS**

Strong Communication Positive Attitude

Client Relation Detail Oriented

Team Player Self- Motivated

Organization Skills Flexible

Independent

**Professional Qualifications**

**Administration**

* Excellent telephone etiquette and grammar
* Sort incoming mail and faxes for distribution
* Knowledgeable in scheduling appointments
* Knowledgeable in Front Office Procedures
* Purchase, receive and store the office supplies ensuring that supplies are always available
* Access and use information from the Medical Terminology Dictionary , Physician Desk Reference, CPT, ICD/HCPS texts
* Ability to maintain medical recordand create a new chart
* Typing speed at 55WPM, 175KSPM

**RECORDKEEPING**

* Use computer software to prepare invoices and financial statements
* Prepare accurate bank reconciliations and deposits
* Administer petty cash according to established procedures
* Assist with financial reports as required
* Prepared clear and concise correspondence using appropriate form letters.

**CERTIFICATIONS**

CPR/FIRST AID Medical Terminology

HIPPA Hazardous Materials

Blood borne pathogens

MedTech

Office Administration

**EDUCATION, TRAINING & WORK HISTORY**

Office Administration Great Onyx Job Corps Center Mammoth Cave, KY 04/2015-04/2016

High School Diploma PennFoster Online 01/2016

Certified MBC Pinellas County Job Corps Center St. Petersburg 08/2018- Present