

ALPHA R TERNA

1800 79TH STREET CAUSEWAY, APT A107

NORTH BAY VILLAGE, FL 33141

305-804-0079

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OBJECTIVE

A POSITION ALLOWING ME TO INCORPORATE MY EXPERIENCE AND KNOWLEDGE IN BOTH DIAGNOSTIC AND MEDICAL CENTERS.

04/19-04/20

SERVER

DONNA MARE RESTAURANT

ADAPTED TO THE FLEXIBILITY AND DEMANDS OF A SERVER AT DONNA MARE. ALSO TRAINED INCOMING STAFF REGARDING THE RESTAURANT'S PROCEDURES, CULTURE AND PRACTICES. FURTHER, DEVELOPED SKILLS SUCH AS MULTITASKING, VERBAL AND WRITTEN COMMUNICATION. MY ATTENTION TO DETAIL, EXTENSIVE KNOWLEDGE OF AUTHENTIC ITALIAN SEAFOOD, POS SYSTEM ACUMEN ENABLED ME TO PROVIDE COURTEOUS WAIT SERVICES AND ENSURE TOTAL CUSTOMER SATISFACTION.

01/13 - 03/19

SERVER

SOYKA RESTAURANT

ADAPTED TO THE FLEXIBILITY AND DEMANDS AT SOYKA BY PICKING UP EXTRA SHIFTS AND TABLES. ALSO TRAINED INCOMING STAFF REGARDING THE RESTAURANT'S PROCEDURES, CULTURE AND PRACTICES. ACQUIRED SKILLS SUCH AS MULTITASKING, VERBAL AND WRITTEN COMMUNICATION, ATTENTION TO DETAIL, EXTENSIVE KNOWLEDGE OF POS SYSTEM AND PROVIDED COURTEOUS WAIT SERVICES TO ENSURE TOTAL CUSTOMER SATISFACTION.

05/11 - 12/11

FRONT DESK/COLLECTIONS/INSURANCE VERIFICATION

STELLA MARIS HEALTH CARE CORP.

ESTABLISHED AND APPROPRIATED PATIENT APPOINTMENT SCHEDULE AND FACILITATING THE FLOW OF PATIENTS THROUGH THE PRACTICE AT MAXIMUM EFFICIENCY. ALSO, OBTAINING REFERRALS, PRE-CERTIFICATIONS, AND AUTHORIZATIONS WHILE KEEPING TRACK OF LIMITED AUTHORIZATIONS AND REFERRAL NUMBERS.

05/01 - 08/09

OFFICE MANAGER/MARKETING/BILLING AND COLLECTIONS

HI-TECH IMAGING INC

MANAGED ALL ASPECTS OF A HIGH-VOLUME DIAGNOSTIC FACILITY, COORDINATING SCHEDULING, PATIENT MANAGEMENT, SALES AND MARKETING, TECHNOLOGIST ASSISTING, AND REFERRALS AS WELL AS SENIOR LIAISON FOR BILLING AND COLLECTIONS.

03/99 - 01/01

OFFICE MANAGER/MARKETING/SALES

ALL IN ONE MEDICAL SOLUTIONS INC

OVERSAW ALL ASPECTS REGARDING BUSINESS DEVELOPMENT INCLUDING EMPLOYEES, SCHEDULING, MARKETING, SALES AND BILLING, AS WELL AS SENIOR LIAISON IN ALL CLIENT/PATIENT RESPONSIBILITIES.

08/96 - 02/99

OFFICE MANAGER/ASSISTANT

JONATHAN TUMAN, DDS

MANAGED ALL ASPECTS REGARDING BUSINESS DEVELOPMENT INCLUDING EMPLOYEES, SCHEDULING AND BILLING, AND ACTED AS SENIOR LIAISON IN ALL CLIENT/PATIENT RESPONSIBILITIES.

REFERENCES:

DR. JOHNATHAN M TUMAN, DDS		(305) 865-7166
JOSE SUAREZ	FORMER OWNER OF HI-TECH	(305) 439-7475
	FORMER OWNER OF ALL-IN-ONE MEDICAL SOLUTIONS	
GINGER GRAHAM	FORMER SOYKA MANAGER	(786) 397-5620
BRYAN SANCHEZ	FORMER SOYKA MANAGER	(305) 721-8584

LANGUAGES:

FLUENT IN ENGLISH AND SPANISH