

Pamela M. Fernandez
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EDUCATION

Berkeley College, New York, NY
Associate in Applied Science Degree
Major: **Health Services Administration-Coding**
September 2009

EXPERIENCE

September 2014 to January 2017 - **Temporary Clerk**- Bronx Board of Elections, Bronx, NY

- Assisted voters with registration
- Data Entry

June 2012 to December 2013 - **Administrative Assistant II – per diem, Vascular Surgery**, Beth Israel Medical Center
New York, NY

- Responsible for scheduling, confirming appointments, setting up surgical procedures with various physicians.
- Prioritize and screen all incoming calls, maintain patient medical records.
- Pre-certification's surgical and non-surgical procedures and treatment.
- Review individual treatment plans/instructions with patients and schedule any indicated procedures

November 2009 to June 2012 - **Medical Office Receptionist**, Dr. Hebert S. Sherry, Orthopedic practice, New York, NY

- Prepare patient history
- Maintain medical records
- Payment collection
- Back-up to Office Manager
- Interface with legal firms
- Verify information, enter data and generate reports

October 2007 to June 2009 - **Private Nanny**, New York, NY

- Caregiver to 12 year old
- Arranged after-school activities
- Scheduled appointments
- Assisted with homework

July 2005 to March 2006 - **Administrative Assistant**, Tiger Information Systems, New York, NY

- Perform various administrative duties including filing, copying, billing and mail distribution
- Answered twelve-line switchboard
- Provide assistance in preparing presentation materials

SKILLS

MS Office (Word, Excel, Outlook) IDX, EAGLE, MMF, Cbay flo

RECREATIONAL CHARITIES

Participated in 2011 TNT Fund Raising and Hamptons Half Marathon
Participated in 2012 NYRR MORE Half Marathon