

Elin Farrow
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Profile

Hardworking certified healthcare administrative assistant with strong teamwork skills. Excellent communicator with the ability to speak and write fluently in Spanish. Proven track record for working to challenging deadlines and managing workload independently. Responsible and trustworthy with a commitment to providing a friendly, client-focused service.

Key Skills

- Good working knowledge of Microsoft Office software
- Excellent time management
- Able to work independently and collaboratively with team members
- High standard of written English and Spanish
- Outstanding organization and attention to detail
- Knowledge of medical billing codes

Education

High School Diploma

WESTERN HIGH SCHOOL Baltimore, MD, July 2019

Professional Experience

Retail Associate, Lowe's, Baltimore, MD

July 2020 - Present

- Provide a warm and professional welcome to customers to give a positive first impression of the company
- Apply problem-solving skills to help customers find the best solutions for their projects
- Ensure accurate and efficient order processing to get deliveries to customers as quickly as possible
- Maintain an attractive and clean store environment and identify health and safety concerns where necessary

Store Associate, Aldi, Baltimore, MD

July 2019 - September 2019

- Stocked and rotated shelf goods according to workplace guidelines and performed sanitizing duties
- Maintained confidentiality of sensitive data and remained alert to potential breaches
- Processed cash and credit card payments and refunds using the point-of-sale system
- Assisted with stock-taking and compiled accurate inventory records

Certifications

- Certificate in Health and Medical Administrative Services, Prince George's Community College, 2020