

Sarah Nesta
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OBJECTIVE

To employ my knowledge and experience with the intention of securing a career with the opportunity for challenges and advancement, while gaining new skills and expertise.

SKILLS PROFILE

- Knowledge of and extensive experience of Microsoft programs and several EMR programs
- Knowledge of and experience with multi-line phone systems
- Excellent filing and organizational skills
- Experience in handling confidential paperwork and sensitive information
- Ability to take accurate phone messages and deliver messages promptly
- Excellent customer-relations background

EMPLOYMENT HISTORY

Reception Supervisor

2010-2011

Island Counseling Center, Worcester, MA

- Oversee the daily operations of the reception area

Medical Secretary

2007-2010

New England Urology, Framingham, MA

- Responsible for patient check in/out
- Verify patient insurances and obtain referrals from primary care physicians
- Schedule appointments for new and existing patients using Salisbury and UroChart
- Answering and returning phone calls

Medical Secretary

2007

Goodman Eye Center, Milford, MA

- Responsible for patient check in/out
- Verify patient insurances and obtain referrals from primary care physicians
- Schedule and bill patients using Salisbury
- Answering and returning phone calls and filing

Assistant Manager

2001-2007

The Sherwin Williams Co.

- Oversee the daily operations that include purchasing, sales, and customer service
- Responsible for accounts receivable, store profit & loss reports, inventory analysis, and other store related reports
- Scheduling and employee training
- Sales calls, paint specifications, and color matching

EDUCATION

Bartlett Jr/Sr High School

MA College of Art

Army National Guard 63W Heavy Wheel Vehicle Repair