



Gabriela Ferretjans

Receptionist / secretary

Phone:
979 - 7211280

Mail:
gabyferret2@gmail.com

Nationality:
Argentina

Administrative Secretary (6 years of experience), currently looking for an institution that can offer a full-time position.

In my last time of work, I have accumulated experience in the development of multiple sectors, reception of patients, telephonist, preparation of medical records, shift schedule, secretary of doctors, ordering of offices, cash management, working under pressure and ability to stay calm in a difficult situation. I have full time availability.

CONTACT



LinkedIn

<https://www.linkedin.com/in/gabriela-ferretjans-71721815a/>



WhatsApp

979 - 7211280

SKILLS

COMMUNICATION

HEALTH SECTOR

CONFLICT RESOLUTION

MULTI TASKING

HOURLY AVAILABILITY

LANGUAGES

ESPANISH

ENGLISH

WORK EXPERIENCE

2014-2019 Administrative secretary/Private clinic (Argentina)

- Health insurance.
- Patient reception.
- Answered incoming calls
- Preparation of clinical histories
- Organization of schedules.
- Scheduled appointment.
- Handling cash and credit payments.
- Organization of offices.
- Perform a variety of general admin task.

2014-2016 Dental assistant / Dental center

- Scheduled appointment managed the calendars.
- Assistant of (Dental Braces, implants y surgeries).
- Answered incoming calls.
- Perform a variety of general admin task including handling cash and credit payments
- Laboratory assistant (mold filing, instrument sterilization).
- Set up of office

EDUCATION

Course Blood Collector Course in Eddis Educativa (Argentina)

2016-2019 Bachelor nursing. UNLPAM, (Argentina) unfinished.

2010-2012 High School humanities and social sciences (Argentina)