

Lauren A. Becknell

PROFESSIONAL OBJECTIVE

Seeking a position as a medical office secretary that will utilize my knowledge, skills, and abilities in computer operation and knowledge, organization, medical terminology, medical coding and billing, and medical transcription.

AREAS OF EXPERTISE

Organization:

- self-organization
- time management
- setting and meeting deadlines
- organizing files and workspace

Communication:

- customer service
- interpersonal communication
- sales
- effective listener

EXPERIENCE

Associate Sales Representative, Olan Mills, Jacksonville, NC	2012
Personal Assistant, Self-Employed, Swansboro, NC	2009-2012
Hostess/Waitress, White Oak River Bistro, Swansboro, NC	2008
Homemaker	2006 to present

EDUCATION

Associates in Applied Science, Medical Office Administration Coastal Carolina Community College	2011 to present
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