Taylor Porter

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**Objective**

I have strong interpersonal communication skills and am able to work under pressure and in an independent environment. I am confident that my 10+ year varied experience can help you deliver the standards of service you expect from an employee.

**Relevant Skills**

I enjoy meeting new people and have an aptitude for dealing with the public. My creative thinking skills mean that I am great solving problems. I can get to the bottom of issues quickly and easily, without the aid of a supervisor or fellow workers. I can work quickly and effectively under a rushed deadline or tight schedule and am flexible enough to change directions at a moment’s notice when needed. I have superb communication and organization skills and am also confident to say I can be trusted with money handling.

**Qualifications**

CPR/AED – December 2020

Watertown-Mayer High School – Diploma 2013

Computer knowledge – Microsoft, Excel, eClinical Works, EHR, NextGen, All Scripts, Eaglesoft, Carestack

**Work Experience**

*Woodside Family Dental – Rockford, MN – May 2019 to Present*

As a Patient Coordinator my duties include but are not limited to; checking in patients, assuring all patient information is accurate, scheduling appointments, and creating a professional and friendly environment for patients and other staff members. I handle all billing for our patients as well as creating treatment plans and assisting the dentist and clinical staff when needed.

*Minnesota Dermatology – Excelsior, MN – August 2018 to May 2019*

As a Medical Receptionist I am in charge of scheduling appointments, checking patients in and out, making sure patient charts and personal information was up to date, and collecting co-pays. On a daily basis, I also am in charge of making sure product inventory was stocked and maintained.

*Lakeview Clinic – Waconia, MN – January 2016 to August 2018*

As a Medical Receptionist I have several duties that include handling multiple tasks at a time such as insurance verification, scheduling appointments, billing issues, collect co-pays, answer phones, and checking patients in while directing them to the appropriate area.