

Rebekah Bidy

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OBJECTIVE

To obtain a position that will enable me to utilize my dedication, personal skills, customer service, organization and documentation/computer abilities, and to be a good role model in customer care to enhance the performance and success of the company.

KEY STRENGTHS

Communication Skills

Customer Service

Adaptability

Training/Instruction

Phlebotomy

Quality Oriented

Medical Experience

Documenting

Management

PROFESSIONAL QUALIFICATIONS

Rental Management/Owner

Owned and Managed 21 mobile home rentals which included working with up to 40 tenants at a time

Assured property was kept according to company standards, quality and cleanliness

Balanced operating accounts and assured bookkeeping was 100% accurate

Scheduled rentals for maintenance, cleaning and remodeling, and effectively performed all necessary services required for units

Sales/Marketing

Assisted customers in product selection according to their personal need

Scheduled appointments, maintained customer accounts, and managed phone operations

Ensured cash drawer was balanced and accurate at closing

Executed closing procedures which included ensuring cleanliness and organization of sales floor according to company policy, assisting employees in a safe departure, shutting down computers, and securing building.

Medical Services

Attended to patient needs according to medical guidelines and company policy

Maintained professionalism while performing personal duties to ensure patient comfort and privacy according to HIPAA law

Maintained confidentiality while documenting and discussing patient charts with necessary persons to ensure proper care of every patient under my supervision

Enforced Doctor orders with patients while keeping their desires and preferences in mind to ensure the best quality treatment be given while helping them have a comfortable experience and peace of mind

Preform Phlebotomy procedures as required and document/label according to policy

WORK HISTORY

CCR CVS/CarelonRx

Knoxville, Tennessee

2023-current

Manager/Owner, Bob Little Estates, Panama City, Florida

2010-2014

Receptionist/Sales, Solace Day Spa Salon, Panama City Beach, Florida

2009-2010

C.N.A./ Phlebotomist, Bay Medical, Panama City, Florida

2008-2009

Production Technician, Trane, Panama City, Florida

2006-2008