

MAIRA SANDOVAL

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OBJECTIVE | I am seeking a Part-time position in a growth-oriented company that will allow me to utilize my skills and experience an advancement throughout my career.

SKILLS & ABILITIES |

- Bilingual in English and Spanish
- Excel 2007
- Microsoft Word 2007
- Letter/Memo Composition Skills
- Type 40 WPM
- 10-Key 120 SPM
- Data Entry/ Filing Skills
- Telephone Skills
- Scheduling Appt.

EXPERIENCE | **KERN RADIOLOGY MEDICAL RECORDS CLERK**
2004 – 2018

While at Kern Radiology, I create and maintain medical records, gather patient data, assign new record numbers, and maintain master patient index. I assist customers with processing payments as well as with requesting medical records, among many other clerical tasks.

SOUTHERN CALIFORNIA ORTHOPEDIC INSTITUTE
2018 - PRESENT

EDUCATION | **BAKERSFIELD HIGH SCHOOL, BAKERSFIELD, CA**
HIGH SCHOOL DIPLOMA - 1998

HIGHLIGHTS |

- Over 10 years of experience as a Medical Records Clerk
- Flexible and Adaptive to change
- Attention to detail
- Able to prioritize multiple tasks
- Team Leadership
- Efficient and Resourceful
- Dedicated

- Analytical

REFERENCES | **REFERENCES AVAILABLE UPON REQUEST**