

Yuritzi Mora

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EXPERIENCE

MARCH 2018– PRESENT

BILINGUAL MEDICAL RECORDS/REFERRALS CLERK, VALLEY VIEW HEALTH CENTER

I have spent most my time here managing the reception area, greeting visitors, and answering incoming phone calls. I was recently promoted to medical records and referrals clerk, but still spend a large amount of time doing reception.

SEPTEMBER 2016 – MARCH 2018

RECEPTIONIST, HOLIDAY INN EXPRESS & SUITES

Took payments, greeted guests, also received inbound calls regarding booking and other queries.

EDUCATION

2016 – END OF FALL

Centralia College

600 Centralia College Blvd,
Centralia, WA 98531

JUNE 2016

Mossyrock High School

545 Williams St.
Mossyrock WA, 98564

SKILLS

- Effective multi-tasking
- Clerical skills
- Bilingual (Spanish)
- Approachable

ACTIVITIES

Technologically savvy and goal oriented individual. Currently looking for an organization where I can further strengthen administrative skills. When I'm not at work I can be found out hiking or roller skating with my husband and dog.