

Michelle Sanjurjo

To obtain a long-term position with a reputable and dynamic company that I can grow with and further develop my skills. I am a hard-worker, self-driven, customer service oriented individual.

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WORK EXPERIENCE

Washington Orthopaedic Center — Front Desk Lead

09/2013 to Present, Centralia, Wa

I open and close the clinic, answer a multi-phone line system, schedule patient appointments, take patient payments in person and over the phone, insurance verification, lead the reception team.

Steck Medical Center — Receptionist

10/2006 to 09/2013, Chehalis, WA

I made patient appointments, answered multiple phone lines, faxed, made copies

Quality Chem Products — Accounts Receivable

05/2000 to 01/2006, Anaheim, Ca

Answered phone calls, entered in orders from customers, used a 2 way radio to let our team know what products the buyers needed, processed the mail, daily deposits, called customers who owed money.

EDUCATION

Irvine High School — Diploma

09/1995 to 06/1999