

Taylor Colangelo

Hardworking and enthusiastic individual with eight years of medical experience

Waterbury, CT 06705

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Patient-focused, detail-oriented and computer savvy medical receptionist. Personable and courteous in all interactions with patients and team members and skilled at anticipating physician and practice needs. Effective in handling office and administrative tasks within busy, multi-physician practices.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Jewelry Sales Associate

Michaels Jewelers - Milford, CT

February 2023 to Present

My job is to greet and receive customers in a welcoming manner. As a jewelry associate, I build customer confidence, provide accurate information, and promote products through point of successful sale.

Service representative/ cashier

SCHALLER HONDA - New Britain, CT

July 2022 to March 2023

Provides a positive customer experience with fair, friendly, and courteous service. Registers sales on a cash register by itemizing and totaling customers purchases.

Customer Service Representative

Republican American - Waterbury, CT

January 2022 to July 2022

Heavy telephone contact assisting our subscribers and providing product services information.

CNA - Certified Nursing Assistant

ALZHEIMER'S RESOURCE CENTER - Plantsville, CT

August 2017 to January 2022

Help with daily living. Assist my charge nurses.

CNA - Certified Nursing Assistant

Cheshire House Nursing and Rehabilitation Center - Waterbury, CT

March 2016 to August 2017

CNA - Certified Nursing Assistant

Education

Some college in LPN

Stone Academy-Waterbury - Waterbury, CT
October 2018 to February 2020

High school diploma

Crosby High School - Waterbury, CT
August 2011 to June 2015

Skills

- CNA
- Cna Certified
- Home Health
- Front desk
- Customer service
- Medical office experience
- Alzheimer's Care
- Dementia Care
- Insurance Verification
- HIPAA
- HIPAA
- Negotiation
- Customer service
- Research
- Perseverance
- Multitasker