

Chiquita Gee

Milwaukee, WI 53206

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+12623659694

- Dependable and organized individual with extensive experience within the customer care field. Providing quality service to customers and clients. Quick to learn tasks and willing to collaborate with team members to accomplish goals.

Work Experience

Front Desk Specialist

Progressive Community Health Centers-Milwaukee, WI

December 2023 to Present

CHECK IN PATIENTS IN, ANSWER TELEPHONES, TASK MANAGEMENT, CHART PREP, FAX, SEND MAIL,

Resident Aide

MIRACLE HOPE SUPPORTIVE HOMECARE-Milwaukee, WI

May 2023 to Present

HELPING RESIDENTS WITH DAILY ACTIVITIES, PROVIDING EMOTIONAL SUPPORT AND MONITORING HEALTH, HELP WITH LAUNDRY, CLEANING, AND RUNNING ERRANDS

Front Desk Receptionist

Lubsey Medical Center-Milwaukee, WI

April 2021 to February 2023

CHECK IN PATIENTS, ANSWER TELEPHONE CALLS, TASK MANAGEMENT, CHART PREP

Environmental Services

Froedtert Hospital-Wauwatosa, WI

August 2019 to December 2022

indirect patient care, manages time, prioritizes high need tasks, performs daily sanitation of patients rooms and clinical spaces, etc, performs cleaning in a manner that meets or exceeds hospital cleaning standard.

Cleaner

Wisconsin Center District-Milwaukee, WI

July 2014 to September 2021

- Cleaned restrooms, mopped, swept, scrubbed floors as needed.
- Cleaned team locker rooms, served at concerts, basketball games, soccer games, Disney shows and other venues.
- Provided customer service.

Personal Care Worker

Supportive Homecare Option-Milwaukee, WI

February 2016 to September 2016

- Cleaned clients home by dusting, mopping, cleaning restroom, and kitchen, and living room

- Shopped for client, assisted with scheduling doctor's appointments and other needed appointments
- Changed sheets/ Bedding, and assisted with bathing / showers

Medical Office Assistant

Health drive-Milwaukee, WI

June 2011 to October 2011

(company closed)

- Verified Medicare/Medicaid insurance for patients for eligibility
- Scanned insurance information into database and entered notes into patient accounts
- Filed face sheets medical insurance, created enrollment sheets and mailed payments and claims

Education

Medical Administrative Assistant

Bryant & Stratton College - Milwaukee, WI

May 2012 to May 2014

Diploma in Medical Assisting Graduate

September 2008 to September 2008

Skills

- Outstanding interpersonal skills- Leadership skills with the ability to lead projects and influence others in a positive way
- Basic Computer Skills with proficiency in Microsoft Office
- Seeking a position in the janitorial/custodial field with a company that recognizes excellence and dedication and rewards as such