

Arianna Banks

OBJECTIVE:

To assist a rewarding company with an excellent medical receptionist, and to obtain a position with a substantial amount of challenge and responsibility.

EXPERIENCE

Bon Secours Orthopedic & Spine Specialists, Norfolk, Va, - Receptionist

February 2022 – June 2022

- Greet clients and assist them with signing in for their appointment.
- Utilize Epic Systems to input clients' medical records.
- Schedule follow-up appointments.
- Receive incoming calls and direct them as needed.
- Maintain a clean and organized lobby environment for clients.
- Collect clients' insurance information and demographic information.

Canvas Social Cuisine, Norfolk, Va, - Server

November 2021 - June 2022

- Greet customers and take their food orders.
- Input customers' orders into the computerized system for the kitchen.
- Collect payment from customers.
- Assist with cleaning tables off for the next customer.

Big Buns Damn Good Burger CO., Arlington, Va - Server/Runner

February 2019 - August 2021

- Greet customers and take their food orders.
- Input customers' orders into the computerized system for the kitchen.
- Collect payment from customers.
- Assist with cleaning tables off for the next customer.

Affordable Behavioral Consultants, Upper Marlboro, Md - Receptionist

May 2020 - May 2021

- Greet clients and assist them with signing in for their appointment.
- File clients' medical prescriptions and paperwork.
- Receive incoming calls and direct them as needed.
- Schedule medication management appointments.
- Assist with intake paperwork for new clients.
- Collect clients' insurance information

SKILLS

- Attention to detail
- Great customer service
- Ability to multitask
- Management skills
- Strong background using Epic Systems
- Effective problem-solving skills

AWARDS

Old Dominion University

Deans List

Wakefield High School

Honor Roll

EDUCATION

Old Dominion University, Norfolk, Va — Bachelor's of Science Psychology

August 2020 - Present

GPA 3.2 out of 4.0

Wakefield High School, Arlington, Va — Diploma

September 2016 - June 2020