

Eriel Waddy
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PROFESSIONAL SUMMARY

Caring and professional future health administrator looking for an opportunity to gain experience in a medical practice. Willing to work in all areas including helping with policies and procedure to improve patient care processes, helping with financial operations, and helping with various patient programs. I'm committed to developing effective communication styles, improving patients' health, and being proficient in all areas of fiscal management, including coding and insurance reimbursement.

ORGANIZATION

Zeta Phi Beta Sorority, INC - President

EDUCATION

Old Dominion University (ODU), Norfolk, VA
Bachelors in Health Services Administration & Minor in Business Management
Dean's List
GPA: 3.54
Projected Graduation: December 2025

Hermitage High School, Henrico, VA
Advanced Diploma GPA: 3.4
Sept 2016-May 2020

PROFESSIONAL EXPERIENCE

Ford's Garage, Short Pump, VA

Server November 2024-Current

- Greet guest in a timely and friendly manner
- Provide information about our unique restaurant
- Provide a great dining experience for the guest
- Ring in food appropriately and inform of dietary restrictions

Garden of Eden Health Center, Chesterfield, VA

Administrator Intern November 2024-Current

- Answer patient calls
- Manage practice classes (setting up Zoom and setting up the room)
- Manage voicemail
- Schedule patients
- Manage practice organizational needs (Putting items in McKesson/Amazon for order)

Burger Bach, Short Pump, VA / Midlothian, VA
Server/Bartender September 2022-November 2024

- Provided explanations and information about our diverse menu.
- Greeted guests in a welcoming environment.
- Meet the needs of every guest in a timely manner

Amazon, Richmond, VA
Warehouse Associate May 2020-September 2022

- Ran routes as fast as possible to get customers their packages on time.
- Handle packages carefully so they do not break or become damaged.
- Repaired boxes that were damaged to still get to their destinations on time.
- Scanned in and carefully looked at package Amazon locations to make sure they were at the right stations.