

Anita Jobs

Long Beach, CA | (562) 985-4151 | Anita.Jobs@student.csulb.edu

EDUCATION

California State University, Long Beach (CSULB)

Bachelor of Science in Health Care Administration

Expected May 2023

Minor: Gerontology, GPA: 3.6

EXPERIENCE

Cambrian Homecare, Long Beach, CA

Administrative Intern

August 2022–Present

- Collaborate with human resources, accounting, and client services departments to ensure the provision of quality in-home care for seniors and physically and developmentally disabled individuals
- Conduct outside calls to potential and existing referral sources including hospitals, senior centers, and hospice organizations, successfully generating new and maintaining existing account relationships
- Assist with new hire screenings, update application statuses in Hireology talent management system, and communicate with applicants to arrange interviews and collect necessary documents
- Accurately assess invoices and update caregivers' hours and pay in QuickBooks

St. Joseph Hospital, Orange, CA

Medical Records Clerk

November 2020–July 2022

- Assembled and analyzed patient medical records and efficiently entered data into hospital database
- Exhibited effective communication skills when collaborating with physicians and other hospital staff as well as insurance agencies during the medical record review process
- Processed admission and discharge records in an accurate and timely manner as well as filed lab or X-ray test reports and other related information into patients' charts
- Demonstrated excellent time management and multitasking abilities when processing time-sensitive requests from multiple departments
- Maintained confidentiality and complied with HIPAA standards regarding patients' medical history and records

49er Shops Bookstore, Long Beach, CA

Cashier

August 2019–December 2020

- Accurately processed up to \$5,000 in sales transactions per shift in a fast-paced environment
- Utilized effective interpersonal skills to resolve customer issues in a patient and friendly manner
- Trained 3 new employees in cashier duties and store policies

LEADERSHIP & VOLUNTEER EXPERIENCE

CSULB American Red Cross Club, Long Beach, CA

Membership Coordinator

September 2020–May 2021

- Marketed club to students and helped recruit 15+ new members at CSULB Week of Welcome
- Collaborated with other members to coordinate and publicize fundraisers at local restaurants, raising over \$1,000 for disaster relief efforts

Meals on Wheels of Long Beach, Long Beach, CA

October 2019–December 2020

Friendly Visitor Volunteer

- Visited homebound seniors on a weekly basis to provide companionship and assist with household chores

SKILLS & CERTIFICATIONS

- **Technical Skills:** Microsoft Word, Excel, PowerPoint; Hireology; Quickbooks
- **Certifications:** CPR and First Aid Certified (November 2022–November 2024)