



RENEE LITTLE

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OBJECTIVES

Desire an recruiter position to hire the top talent who will benefit the organization for the long-term. While handling hiring, onboarding and handling external and internal communications or management system.

EDUCATION

Eastern Gateway Community College

10/08/21 AAS Healthcare Administration

03/06/2022 AAS Business Management with Human Resources Certificate

University of Cincinnati

8/22/2022 Enrolled to start Bachelor of Technical and Applied Administration Healthcare Leadership

EXPERIENCE

UC HEALTH ♦ [Type the company address]

Dental Assistant July 06, 2006 – Present

Improving customer service

Preceptor to new hire Dental Assistant

Screening of new hire Dental Assistant

Updating patient information in computer

Settled patient complaints and providing advocacy

Performing necessary problem-solving functions

Performing essential office functions such as answering phone calls, filing, mail, and fax

Worked along the reception team to ensure great quality service

Help maintain inventory, order supplies, and accurately process invoices

SKILLS

- ♦ Patient care advocate
- ♦ Self-starter
- ♦ Multi-tasker in duties
- ♦ Quicker learner in new tasks