Alyson Glenn

Objective

I would like to work as a Medical Receptionist in the Franklin, NC area.

Experience

Feb 2008- present	Residential Living	Cullowhee, NC
Office Assistant		
 Answer and transfer pho 	one calls	
 Take inventory and mar 		
 Create flyers and posters 		
 Use Microsoft Excel et 	Ticiently	
Jan 2008- present	Student Mail room	Cullowhee, NC
Assistant Mail deliverer		
 Distribute federal and st 	ate mail	
 Input all packages and c 	listribute appropriately	
 Hand out and take in ret 	urned mailbox keys	
October 2003- January	American Eagle	Durham, NC
2004		
Sales		
 Assist customers around 	l store	
 Cashier experience 		
 Stocking and inventory 	avenae	

Education

August 2004- presentWestern Carolina UniversityCullowhee, NCWorking on a BA in Health Information Administration (HIA)

"The HIA (bachelor's degree) Program is accredited by the Commission on Accreditation of Health Informatics and Information Management Education". –WCU HIA webpage

- My coursework includes liberal studies, communication, calculation, and critical thinking.
- Upon graduation I will have knowledge in using information technologies and health/medical knowledge, as well as management skills.

References

References are available on request.