

Imari White

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**Work Background**

Experience in multiple diverse positions ranging from administrative duties, medical assistant, cleaning service, retail, and restaurants.

**Work History**

**V. A. Shared Living Community**

Vernon Austin Sr.

4 Fleet Street, Suite 4A

Waterbury, Ct. 06704

Title: Real Estate Assistant

June 2020 - Present

Duties: Real Estate Office Administration, rent collection, and oversee cleaning staff.

**J Morrissey & Company Inc / UConn Health**

South Windsor, CT

Title: Telecom Operator

September 2021 – June 2022

Duties: Covid Vaccination and Testing line, Scheduling appointments for various departments, Office administrator (Neurology Department). Some of the duties included scheduling appointments for the various departments and patient assessment. Well versed in using EPIC medical system software.

**Aerotech Inc.**

Farmington, CT

Title: Medical scheduler

January 2021 - June 2021

Contract Work - Stationed at ECHN of Rockville/ Manchester.

Duties included registering patients upon arrival for appointments. Inputting new patients in the system. Mildly versed in Meditech.

**Hoffman Auto group**

West Simsbury, CT

Title: Client Care Coordinator

April 2021 – June 2021

Duties: Administrative Assistant, customer relations, and Call center scheduling appointments for Hoffman Toyota, Honda, and Nissan.

**Cell Staffing co.**

Tampa, FL

Title: Medical Assistant

September 2020 – January 2021

Duties: Work at various prison locations. Covid screening and assessing any covid like symptoms.

**Webster Financial Corporation**

Southington, CT

Title: Sales and Service Banker

October 2017- October2019

Duties: Call Center, customer service, risk mitigation online banking analysis and Sales Included mild sales goals.

**Dungarvin**

Rocky Hill, Ct

Title: Direct Support Professional (DSP)

April 2016 - October 2017

Duties: Customer service, Medication management, administrative duties

**Institute of Professional Practice Inc (IPPI)**

Meriden, CT

Title: Consumer Support Professional (CSP)

August 2015 – August 2016

Duties: Customer Service, Administrative Assistant, Medication management.

**Dunkin Donuts**

Southington, Ct

Title: Shift Leader

April 2011 – June 2016

Duties: Customer Service, Retail, Currency Management.

**Golden Circle**

Southington, Ct

Title: Telemarketer

April 2011- June 2011

Duties: Code Calling and Sales

**EDUCATION**

**John F. Kennedy High School**

Waterbury, CT

August 2006 – June 2010

Diploma received

**University of Connecticut Tri-Campus**

Waterbury, CT

July 2010 – December 2011

SKILLS

- Management and leadership skills

- Documentation

- Public speaking

- Multi-tasker

- Result Oriented

- Communication

- Excellent written and verbal skills

- Client relationships

-Typing 50-60 words per minute

- Sales

- Excellent Communication Skills

- Time Management Skills

- Epic training

- Computer Skills - Microsoft Word, Excel, and PowerPoint