

Angeline Maiori

Pikeville, NC 27863

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845 428 6389

Work Experience

Receptionist/Administrative Assistant

Dynamite Youth Center-Fallsburg, NY

January 2023 to Present

Answering phones, clerical work, administrative assistant

Partner/Owner

Maiori Brothers Contracting llc-Grahamsville, NY

September 2017 to Present

Record keeping

Advertising

Phones

Painting

Sheetrock/spackling

MedicalBiller

A2B-Fallsburg,NY

February 2019 to November 2020

Phones

Billing

Customer Service

Filing

Purchasing Manager

Hvfg-Ferndale, NY

August 2016 to December 2016

Maintained driver and employee files

Did all purchasing for company

Accounts receivable/ payables

Helped with payroll

Billing/Driver

Medicar/Medcar-Forestburg, NY

January 2015 to August 2016

Driver and Medical Billing

Cashier/counter Person

Matteo's-Newington, CT

August 2014 to January 2015

Waitress, Cashier, Customer Service

Bartender/Server

Hollywood-Southington, CT

June 2012 to January 2014

Owner/director

A Dream Come True Learning Center-Cheshire, CT

August 2005 to March 2009

Accounting, Staffing

Director/manager

A Place to GrowToo Chilcare Center-Bristol, CT

May 2004 to March 2009

All office work, Filing, Payroll, Schedule, Accounting

Working with children

Education

CASAC in CASAC

Stony Brook University-Remote March
2024 to Present

GED

Jeff-Youngsville CSD-Youngsville, NY
September 1991 to June 1995

Skills

- MICROSOFT OFFICE (4 years)
- Data Entry (1 year)
- Invoice (4 years)
- Medical Billing (2 years)
- Accounts Receivable (4 years)
- Culinary Experience (2 years)
- Experience with Children (10+ years)
- Accounts Payable (4 years)
- Phlebotomy (2 years)
- Purchasing (4 years)
- Medical Coding (1 year)
- Office Management (4 years)
- ICD-9 (2 years)
- Medical Scheduling
- Insurance Verification (2 years)
- Accounting (2 years)
- EMR Systems Microsoft office/ Excell (2 years)
- Anatomy Knowledge (2 years)
- CPT Coding (1 year)
- ICD-10 (2 years)
- Medical Office Experience (1 year)
- Patient Care (3 years)
- Medical Records (1 year)
- Medical Terminology (2 years)
- Vital Signs (1 year)
- Transcription
- Physiology Knowledge (1 year)
- Triage
- Experience Administering Injections (1 year)
- Epic
- Clerical Experience
- Phone Etiquette (10+ years)
- Customer service (10+ years)
- Administrative experience (8 years)
- Microsoft Word

Certifications and Licences

Medical Assistant and Phlebotomy January 2013 to September 2015

Culinary Arts September 1993 to June 1995 Culinary arts certification

CASAC 350 education 2024/2025

Driver's License

Authorized to work in the US for any employer