

# Megan Herman

Hickory, NC 28602

[meganherman10@gmail.com](mailto:meganherman10@gmail.com)

+18285683407

## Work Experience

---

### **Home Care Aide**

Hickory, NC

Present

Bathing

Vital signs

Admn medicines

Documentation of patient care

### **Service Writer/Advisor**

Michs Foreign Car, inc

Answer phones

Email customers

Greet customers

Call in to order parts

Computer skills

### **Veterinary Assistant/Receptionist**

Lake Hickory Veterinary Hospital-Hickory, NC

March 2020 to December 2021

Schedule appts

Help with medications getting filled and distributed where they need to be.

Sit in on surgeries, answer phones, office documentation and organizing, cleaning. etc

### **Medical Office Assistant**

Piedmont sleep center-Hickory, NC

December 2018 to March 2020

answer phones, schedule patients, check patients in and out, document charts, organizing the office, take patients to their room, set them up for the techs.

### **Hotel Receptionist**

Crowne Plaza Hotel-Hickory, NC

January 2016 to December 2018

Greet guest , answer phones, make and cancel reservations.

Do documentation with emails, receipts, etc.

## Education

---

### **High school diploma**

Fred T Foard High School

August 2011 to June 2015

## Skills

---

- Patient service
- Organizational skills
- Typing
- Medical receptionist
- Computer skills
- English
- Patient care
- Insurance verification
- Customer service
- Medical terminology
- Front desk
- Phone etiquette
- Medical office experience

## Certifications and Licenses

---

### **CPR Certification**