

To whom it may concern,

I am interested in the Apprenticeship position with in your company and know I will be a great fit with your team. I worked as an Office manager/Doctor Assistant/Receptionist for a Bariatric office in Greenville, SC. My duties included answering phones, advertising, cleaning, keeping medical records up to date and accurate, direct staff in everyday office procedures, set appointments, taking payments for services, make next day phone calls, filling prescriptions/injections, assisting the Doctor with different duties, knowledge about the dietary supplements, corresponding with different vendors, Help set up health fairs, Data entry, Verifying insurance, operation of different office equipment, processing payments, computer diagnostics, kept well stocked inventory and assisted RN.

I do have previous funeral home experience. I was an Administrative Assistant/apprentice/Removal specialist for Anchorage Funeral home in Anchorage, AK. I processed death certificates, requested cremation permits, prepped cadavers for embalming/assisted with embalming, assisted with cremation process, removal cadavers from death location or received them from medical examiner's office, prepped cadavers for viewing, assisted with funeral arrangements, kept detailed records on deceased, among a few other tasks. This was back in 1999-2002. I was also an administrative assistant/Removal specialist for the Cremation society of South Carolina and Westville funerals where I had many duties as describe as above. I especially enjoyed meeting with families to return their loved ones cremains.

Most of my Administrative work knowledge is from working with the Commissioner/Governor of Alaska as an Administrative Clerk II. I had various office duties and was always eager to learn. I am a team player, Fast learner and would love the chance to show you what I can do for your company and hope that I would be considered for this position. With the knowledge, I have, go to attitude and eager to learn new things and I would be a great asset to your company.+

I obtained my Associates in arts medical administrative billing/coding through the University of Phoenix and am currently enrolled in the FSE program at Piedmont Tech with expected graduation date of summer 2019 (3 semesters left) with a GPA of a 3.0.

Salary: \$12.00/hr.-\$14.00/hr.

Thank you for taking the time to consider me and I hope to hear from you soon.

Sincerely,

Nicole Teeple-Shead

