

# Tori Devlin

Greenville, MI 48838

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Authorized to work in the US for any employer

## Work Experience

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### **Patient Service Representative**

Spectrum Health - Greenville, MI

September 2020 to February 2021

Registration

### **Child Care Worker**

Sunny Bunch Christian Daycare - Portland, MI

September 2018 to January 2019

### **Cashier**

Meijer - Ionia, MI

July 2016 to December 2016

Cashier

### **Cashier**

Walmart - Ionia, MI

March 2016 to July 2016

Customer Service

Cashier

### **Dietary Aide**

Laurels Of Carson City - Carson City, MI

November 2015 to February 2016

Dietary aide

Dishes

Passing food

Serving food

### **Cashier**

Walgreens - Ionia, MI

November 2014 to March 2015

Cashier

### **Laundry/Housekeeping**

Merton of Belding - Belding, MI

September 2013 to November 2013

Laundry worker  
Housekeeping

### **Volunteer**

Heartland Health Care Center - Ionia, MI  
December 2012 to April 2013

Volunteer  
Passing water  
Cosmetics  
Companion  
Housekeeping

### Education

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#### **High school diploma**

### Skills

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- Microsoft Office
- Windows
- Customer Service
- Team Member
- Money Handling
- Housekeeping
- Food Handling
- Dietary Aide Experience
- Cooking
- Food Preparation
- Laundry
- Kitchen Experience
- Operating Systems
- Childcare
- Medical Terminology
- Toddler Care
- Medical Office Experience
- Caregiving
- Insurance Verification
- EMR Systems
- Medical Scheduling
- Meal Preparation
- Patient Care

- HIPAA
- Epic

## Certifications and Licenses

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### **Certified Electronic Health Record Specialist (CEHRS)**

September 2019 to September 2021

### **Certified Medical Administrative Assistant (CMAA)**

August 2019 to August 2021

### **First Aid Certification**

### **CPR Certification**