

# Chloe White

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|              |                                           |
|--------------|-------------------------------------------|
| Current role | Admin Assistant at Fresenius Medical Care |
| Experience   | Healthcare                                |
| Technologies | Excel, Okta, Oracle                       |

**Right now I'm learning...**  
SQL, Python, Java, Tableau, and project management

## Work experience

**Admin Assistant, Fresenius Medical Care**  Sep 2019 – Present (4y 4m)

The world's leading provider of products for renal disease.  
Healthcare

Excel    Okta    Oracle

- Managed patient records and databases, ensuring accuracy and maintaining confidentiality of medical and administrative data.
- Assisted in maintaining documentation for regulatory compliance, including HIPAA requirements, patient consent forms, and legal documents.
- Efficiently handled phone calls, emails, and message relay to ensure prompt communication.
- Streamlined day-to-day administrative tasks such as calendar management, appointment scheduling, meeting coordination, travel arrangements, and office supply organization using Microsoft Office tools.

## Education

**Southern New Hampshire University** Aug 2022 – Present (1y 5m)

Bachelor's (4.0) Data Analytics

## More about me

### I want to work for a company that...

I am passionate about working for a company that shares my values, including a commitment to diversity and inclusion.

### At work I'm best at...

I am at my best in the workplace when I can provide a patient-centered approach, ensuring their needs and concerns are addressed with empathy and understanding.

### Right now I'm learning...

SQL, Python, Java, Tableau, and project management

### Interests

Manga reader, anime watcher, cat parent