**Angel Pelka**

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**Summary**

An exceptionally organized and friendly administrative assistant with nearly 3 years of experience working with professionals and children alike.

**Professional History**

**Sound Mind Healthcare, Medical Receptionist**

July 2019 – Present

* Provide excellent customer service while conducting daily office functions
* Organize providers and patient schedules
* Manage client billing and paperwork
* Answer and direct phone calls
* Utilize EHR and other computer programs daily

**Moshannon Valley YMCA, Youth Gymnastics Instructor**

March 2019 – October 2021

* Teach children proper techniques of introductory gymnastics
* Maintain high levels of safety
* Incorporate games into instruction

**Public Partnerships LLC, Home Health Aide**

January 2014 – March 2019

* Provide quality care while maintaining organized records of patient's care
* Assist patient with reaching goals
* Organizing patients schedule and transportations needs

**Educational History**

**Philipsburg-Osceola Senior Highschool**

August 2005 – June 2009

**Skills**

Administrative assistant skills – Verbal and written communication – Computer and technical skills – Organization – Customer service abilities – Problem solving and critical thinking – Time management – Attention to detail