

Michael Roha

Curriculum Vitae

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Objective

A position that provides an opportunity to utilize my design skills and maximize my organizational abilities, while still providing challenges that lead to personal growth.

Education

Mt. Sierra College
Bachelors of Science in Visual Effects & Digital Media
Expected Graduation December 2010

Skillsets & Capabilities

Multi-tasking, detail orientated, strong research abilities
Comfortable on both Microsoft Windows and Apple OSX platforms, 70wpm
Adobe Creative Suite - Photoshop, Illustrator, InDesign & Dreamweaver
Microsoft Office Suite - Word, Excel, Powerpoint

Experience

City Of Hope National Medical Center - Duarte, CA
December 2004 - November 2008
Scheduling / Data Entry

Job duties during the first 2 years included the timely scheduling of patients in the outpatient clinic, managing and coordinating various schedules for over 30 doctor's and hundred's of patients on a daily basis. Provided excellent care directly with patients in various states of health. From August 2007 to November 2008 responsibilities have included the timely entry of patient sensitive information into a system tracking the patients medications, allergies, problems and surgeries (MAPS). Working independently at all times and providing support to areas around me when needed.

Therapy West - Los Angeles, CA
March 2003 - December 2004
Administrative Assistant

Job duties include receiving and processing incoming calls, faxes and e-mails. Maintain patient scheduling by tracking appointments as well as daily logging of treated clients. Inputting incoming authorizations into clinical database used for billing purposes. Receiving information for all new clients to be added to the same database, as well as using it to create charts. Receiving, opening and distributing mail daily, editing and mailing brochures for various courses offered at the clinic. Maintaining patients' rights to privacy according to HIPPA guidelines and conducting personal patient business with integrity. Assisting in group programs as an aide, as well as filming therapy sessions for later review. Managing inventory of office supplies and materials and ordering on a monthly basis, and assisting in the operation of the Therapy West "store" for client needs. Maintaining office equipment, opening the building for business and securing it at the end of the work day. Accepting increasing responsibility to expand my knowledge of office protocol, procedures, and work ethic.



References

Available Upon Request