



# Gabriela Ferretjans

Receptionist / secretary

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Nationality:  
Argentina

Administrative Secretary (6 years of experience), currently looking for an institution that can offer a full-time position.

In my last time of work, I have accumulated experience in the development of multiple sectors, reception of patients, telephonist, preparation of medical records, shift schedule, secretary of doctors, ordering of offices, cash management, working under pressure and ability to stay calm in a difficult situation. I have full time availability.

## CONTACT



LinkedIn  
<https://www.linkedin.com/in/gabriela-ferretjans-71721815a/>



WhatsApp  
979 - 7211280

## SKILLS

COMMUNICATION



HEALTH SECTOR



CONFLICT RESOLUTION



MULTI TASKING



HOURLY AVAILABILITY



## LANGUAGES

ESPANISH



ENGLISH



## WORK EXPERIENCE

2014-2019 Administrative secretary/Private clinic (Argentina)

- Health insurance.
- Patient reception.
- Answered incoming calls
- Preparation of clinical histories
- Organization of schedules.
- Scheduled appointment.
- Handling cash and credit payments.
- Organization of offices.
- Perform a variety of general admin task.

2014-2016 Dental assistant / Dental center

- Scheduled appointment managed the calendars.
- Assistant of (Dental Braces, implants y surgeries).
- Answered incoming calls.
- Perform a variety of general admin task including handling cash and credit payments
- Laboratory assistant (mold filing, instrument sterilization).
- Set up of office

## EDUCATION

Course Blood Collector Course in Eddis Educativa (Argentina)

2016-2019 Bachelor nursing. UNLPAM, (Argentina) unfinished.

2010-2012 High School humanities and social sciences (Argentina)