

Ashly M. Yoo

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EDUCATION

University of Illinois at Chicago - Chicago, IL

Bachelor of Science in Liberal Arts and Sciences

December 2008

Major: Biological Sciences

| Cumulative GPA **3.90/4.00**

Adlai E. Stevenson High School - Lincolnshire, IL

May 2005

EXPERIENCE

Private Tutoring

June 2009-Present

- | Tutored several students in English in junior high, secondary, and post-secondary levels
- | Tutored for grammar, pronunciation, communication, writing, and reading

Eyes of Grace

November 2009 - Present

Medical Assistant

- | Interact with patients and assist with patient registration
- | Work up patients prior to examination with the doctor
- | Check patients' vision
- | Perform variety of tests, including auto-refractor, IOL, Fundus camera, visual field
- | Type doctor's dictations
- | Assist with patients before and after surgery

Noble Dental & Associates

February 2009- October 2009

Receptionist

- | Interacted with patients and assisted with patient registration
- | Received phone calls
- | Took messages for doctors and other co-workers
- | Made photo copies of various files, patients' records, and insurance cards
- | Filed patients' folders and records
- | Sent claims to numerous insurance companies and checked claim statuses, benefits, and eligibility
- | Chair-side assistance to dentists when needed

First Clinic – Skokie, IL

September 2008 – October 2009

Patient Representative

- | Interacted with patients and assisted with patient registration

- | Received phone calls
- | Scheduled appointments and essential meetings
- | Took messages for doctors and other co-workers
- | Made photo copies of various files, patients' records, and insurance cards
- | Filed patients' folders and records
- | Resolved conflicts between patients and other staff members
- | Improved the office environment by cooperating with other co-workers and maintaining a positive attitude

Rush North Shore Medical Center – Skokie, IL

May 2006 – May 2007

Patient Representative

- | Interacted with patients and assisted with patient registration
- | Received phone calls and incoming faxes
- | Scheduled appointments and essential meetings
- | Took messages for doctors and other co-workers
- | Made photo copies of various files, patients' records, and insurance cards
- | Filed patients' folders and records
- | Associated with pharmaceutical representatives and gained exposure to different medications
- | Resolved conflicts between patients and other staff members
- | Improved the office environment by cooperating with other co-workers and maintaining a positive attitude

ORGANIZATIONS

Honors College at the University of Illinois at Chicago

January 2006 – December 2008

Golden Key International Honors Society

May 2006 – December 2008

Phi Kappa Phi Society

August 2007 – May 2008

SKILLS

- | Language: Fluent in Korean
- | Music: Pianist and Violinist, competed locally and performed in recitals
- | Computer: Microsoft Word, Excel, PowerPoint, data entry

AWARDS

- | Dean's List August 2005 – December 2008
- | Summa Cum Laude December 2008
- | Departmental Distinction in Biological Sciences December 2008

