

Korrin Brickman

909 12th St N Jacksonville Beach, FL 32250 - korrinbrickman@gmail.com (321) 987-8804

EDUCATION

University of South Florida <i>Master of Science in Health Informatics</i>	August 2019-Current
University of North Florida <i>Bachelor of Science in Health</i> Major: Health Science Track: Public Health Minor: Health Education Dean's List Fall 2016	August 2014-December 2018
Eta Sigma Gamma, National Health Education Honorary	November 2017- December 2018
Kappa Delta Sorority	October 2014- May 2018

EXPERIENCE

PT Solutions, Ponte Vedra Beach <i>Patient Services Coordinator</i> <ul style="list-style-type: none">Scheduled appointments for three physical therapistsProcessed medical, billing, and imaging records requestsProcessed patient paperwork, verified insurance eligibility, and prepared patient charts prior to appointmentsManaged and maintained company scanning, faxing, importing of files, inbound phone calls, and office cleanlinessImplemented new and more efficient front office processes	June 2019- Current
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Quidel, Jacksonville, Florida <i>Administrative Assistant</i> <ul style="list-style-type: none">Schedule and coordinate meetings, appointments, and travel arrangements for supervisorsManage travel and expense reports for distribution team membersAnswer phone calls and emails in a quick and professional manner	May 2018- June 2019
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University of North Florida Golf Learning Center, Jacksonville, Florida <i>Front Desk Associate</i> <ul style="list-style-type: none">Was responsible for attending to pro shop salesAnswered inbound phone calls and efficiently handled all inquiries and requests fast-pacedMaintain the facility by sweeping and vacuuming floors, taking out trash, cleaning windows	August 2015- May 2018
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Eau Gallie Yacht Club, Indian Harbour Beach, Florida <i>Seasonal Lifeguard</i> <ul style="list-style-type: none">Maintain continuous surveillance of people swimming in the pool and call out warnings to people who are in dangerPerform first aid and CPR according to demands of adverse swimming incidentsControl and report unruly behavior and evict individuals not adhering to behavior protocols	May 2013- August 2015
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Eau Gallie Yacht Club, Indian Harbour Beach, Florida <i>Camp Counselor</i> <ul style="list-style-type: none">Taught children age 6-14 the game of tennis and supervised them to make sure everyone was safeProvided supervision and direction of activities and programs for more than 22 children dailyOrganize and lead small and large group activities such as crafts, swimming, boating activities, games, tennis, and clean up.	May 2013- August 2015
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Eau Gallie Yacht Club, Indian Harbour Beach, Florida <i>Tennis Pro Shop Attendant</i> <ul style="list-style-type: none">Was responsible for keeping the pro shop clean and orderlySchedule tennis courts and lessons for members on excel sheet online systemHelped with monthly and quarterly inventory checkAnswered phone calls and efficiently handled all inquires and requests fast-paced	September 2011- August 2014
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VOLUNTEER EXPERIENCE

UNF Health Promotions, Jacksonville, Florida	April 2018-May 2018
UNF Environmental Center, Jacksonville, Florida	November 2017-April 2018
Prevent Child Abuse America Volunteer, Jacksonville, Florida	October 2014- May 2018
Health First, Melbourne, Florida	September 2011- April 2013
Women's Center of Brevard, Melbourne, Florida	October 2010- May 2014