



COURTNEY GARBE

EXPERIENCE

FRONT OFFICE COORDINATOR/ MEDICAL ASSISTANT

South Coast Plastic Surgery,- Irvine CA

2020- Present

- Works closely with surgeon and team to assist with patients and procedures while implementing all safety and sanitation policies.
- Oversee all supply inventory, responsible for ordering and stock maintenance
- Schedules and conducts consultations, follow ups and procedures for aesthetic surgery and medical spa
- Participates in marketing efforts to build the name and brand of the practice and surgeon
- Deals with medical billing and has extensive knowledge of EMN through electronic health records and POS system

TAKE-OUT/HOST

PF CHANGS- Carlsbad , CA
2016-2019

- Took necessary steps to meet customer needs and provide excellent customer service.
- Recommending and selling beverages and bottles to guests
- Constantly provided a professional, friendly and engaging service for customers
- Utilized the Point of Sale (POS) system



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EDUCATION

BACHELOR OF SCIENCE- NURSING

West Coast University

2022-Present

BACHELOR OF SCIENCE- KINESIOLOGY

CSU- San Marcos

2015-2019

SKILLS

- Committed Team Player
- Critical Thinker
- CPR Certified
- Attention-to-Detail
- Quick Problem Solver
- Utilizing POS/ EHR systems
- Time Management
- Cash Handling
- Strong Communication