

Sinnamon Goble

Phone: +1 317-772-4742

Location: Whiteland

Work Experience

Office and work out in the field

Pro's Asphalt

Mar 2013 - Present

Answering phones, typing, record keeping, organizing, (in the field) talking to clients and scheduling appointments, taking payments, clerical tasks.

Home health Aid/ Caregiver

life care Solutions

Nov 2017 - Jan 2019

Helping people with their daily living needs, doing errands for them, companionship, customer service, clerical paperwork.

Medical front and back office

Kool Smiles

Apr 2009 - Sep 2009

Computer check in and check out, Appointment setting, computer, filing, dealing with patients, organization.

Back office, Front office, filing, checking in patients to the rooms, scheduling surgeries. This was

JMG Neurology, externship

Apr 2008 - Jun 2008

Medical Office

Full time home cleaner

A Bittersweet Cleaning

Mar 2016 - Jan 2019

Clean from top to bottom of homes, handling all paperwork and communication with clients.

Dr. Oller's Dentistry

Indianapolis, In

Jun 2008 - Aug 2008

Front office, checking patients in, scheduling appointments, answering phones. This was an externship from Kaplan college.

Head of Deliveries

Greg Hubler Chevrolet

Jan 2019 - Present

Head of Deliveries, Customer service, Computer experience. Detailing, "if needed".



Education

Emmerich Manual High School

Kaplan College

Medical Dental Office Administration

Sep 2007 - Aug 2008

Studied all areas and did a externship at 2 offices for 6 weeks each.