

Brunetta Cockrell

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SUMMARY

Seeking Healthcare Administration role with 5 years of diverse experience. Strong background in research administration and financial administration, supported by a Master's in Health Administration. Proven skills in documentation review, organizational skills, and attention to detail, complemented by proficiency in Microsoft Office and effective communication.

WORK EXPERIENCE

King's Daughters Medical Center

Brookhaven, MS

Registration Clerk

Aug 2023 - Present

- Manage reception duties, including greeting patients and completing the check-in process efficiently.
- Schedule appointments and coordinate patient information entry to ensure accurate and timely documentation.
- Handle incoming phone calls and perform document uploads to support indirect patient care.

Maverick Health Inc.

Brookhaven, MS

Covid Swabber

Aug 2022 - Mar 2023

- Prepared PCR tubes and specimens, ensuring accurate and efficient handling for testing protocols.
- Packaged, shipped, and entered data of specimens, maintaining data accuracy and contributing to reliable result analysis.

West Bolivar Consolidated School District

Rosedale, MS

Long Term Substitute Teacher

Aug 2021 - Sep 2021

- Delivered curriculum-based instruction, effectively engaging students in the learning process.
- Managed classroom environments, maintaining discipline and fostering a conducive atmosphere for learning.

Independent Contractor Services

Charleston, MS

Caregiver

May 2021 - Aug 2021

- Supported patient in daily routines, ensuring comfort and adherence to personal care standards.
- Managed wound care by cleaning, measuring, and packing open wounds to promote healing and prevent infection.
- Facilitated physical therapy exercises and provided transportation to medical appointments, enhancing patient mobility and access to healthcare.

Tuesday Morning

Baton Rouge, LA

Assistant Manager

Oct 2020 - Apr 2021

- Managed daily store operations, ensuring smooth and efficient functioning.
- Provided comprehensive customer support across phone, email, and in-person interactions.
- Trained and mentored new associates on standard company processes and procedures.

Sonic Drive-In

Cleveland, MS

Crew Leader/Shift Manager

Jun 2017 - Dec 2019

- Ensured cleanliness and sanitation standards were consistently met in the work area.
- Collaborated with team members to efficiently serve and meet the needs of over 100 customers daily.
- Managed customer interactions by addressing inquiries and promoting special products and sales initiatives.

EDUCATION

Belhaven University

Jackson, MS

Master's degree, Health Administration

Dec 2022 Mississippi Valley State University Itta Bena, MS

Bachelor's, Biology

May 2020

SKILLS

Shift Management • Typing • Public Speaking (3 Years) • Microsoft Office (5 Years) • Cash Handling (3 Years)

- Customer Service (3 Years) • Laboratory Experience (Less Than 1 Year) • POS Sales System (5 Years) • Quality

Control • Leadership • English • Classroom Experience • Supervising Experience • Teaching • Management •

Tutoring • Customer Support (2 Years) • Classroom Management • Classroom Experience • Leadership • Pos •

Specimen Collection / Processing • Sales • Teaching • Customer Service • Typing • Documentation Review • Hipaa •

Communication • Organizational Skills • Attention To Detail • Independent Work • Creative Problem Solving