

Trinity Fatunmbi

Atlanta | TrinityFatunmbi@gmail.com | 470-503-9640

EDUCATION

Georgia State University

Atlanta, GA

*Bachelor of Interdisciplinary Studies | Sport Administration |
December 2023*

- **Awards/Honors:**
 - **3X Dean's List Recipient**

WORK EXPERIENCE

Emory Clinic Decatur Rheumatology

Decatur, GA

Administrative Receptionist

01/2025-CURRENT

- Properly check patients in/out using EPIC
- Schedule follow-ups and maintain office schedule
- Sort and distribute all mail and faxes
- Other clerical tasks as needed
- Maintain tidy office reception area

Arbor Terrace Cascade

Atlanta, GA

Administrative Receptionist

03/2023-01/2025

- Answer and direct all phone calls
- Scheduled appointment and maintained office calendar
- Sort and distribute all mail
- Other clerical tasks as needed

Georgia State University

Atlanta, GA

Resident Assistant

08/2021-05/2023

- Assisted residents with transition to university and residence hall life
- Submitted all maintenance requests and safety concerns
- Managed front desk
- Signed in students and visitors as needed

SKILLS

- Customer Service, Time Management
- Communication Skills, Computer Literacy, Guest Services
- Proficient in EPIC