

Zhijian Doylet

Davie, FL 33324
(954) 226-6564 zdoylet99@gmail.com

EDUCATION

Atlantic Institute of Oriental Medicine - Fort Lauderdale, FL | Master of Science
Acupuncture And Oriental Medicine, Expected in 12/2022

Broward College - Fort Lauderdale, FL | Associate of Arts
12/2019

- Dean's List [Fall 2018]
- Dean's List [Spring 2018]
- President's List [Summer 2019]
- President's List [Fall 2019]
- 3.83 GPA [Graduated with Highest Honors]

South Plantation High School - Plantation, FL | High School Diploma
06/2018

PROFESSIONAL SUMMARY

I am a full-time student who is in need of a job because the extra income helps with tuition and books that I need for classes. Taking the board exams for acupuncture is not cheap. I also want to keep on going to my KungFu classes.

SKILLS

- Flexible & Adaptable
- Customer Service
- Self-Motivated
- Responsible
- MS Office
- Organization and Time Management

WORK HISTORY

PRIMARY CARE HOLISTIC CENTER | 03/2022 to 05/2022
Dr. Fu Di - Tamarac, Florida

- Greeted incoming visitors and customers professionally and provided friendly, knowledgeable assistance.
- Executed billing tasks and recorded information in company databases.
- Determined proper codes for medical records and patient services.
- Confirmed appointments, communicating with clients and updated client records.
- Responded to inquiries from callers seeking information.
- Resolved customer problems and complaints.

LANGUAGES

Spanish

Native or Bilingual

English

Native or Bilingual