

# MARIE M. CIPRIANI

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## OBJECTIVE

An administrative position within a leading healthcare organization which offers significant challenge, responsibility, and the opportunity for continued career growth.

## HIGHLIGHTS OF QUALIFICATIONS

- Has an excellent combination of education and experience.
- Strong background in many areas including office administration, patient intake and processing, patient scheduling, medical records maintenance, computer data entry, quality assurance, and patient relations.
- Hard working and driven, while skilled in many aspects of administrative work, and is proven in ensuring that all organizational and project goals are consistently met and exceeded
- Can handle many tasks simultaneously, has excellent attention to detail, and is firmly committed to providing the highest levels of patient care, support, and services.
- Knowledge of computers, Vista, CPRS, Vision, Word, Excel, PowerPoint, and other systems.
- Excellent organizational, communication, and people skills.
- Thrives in a busy, fast-paced working environment.

## PROFESSIONAL EXPERIENCE

NY STUDENT HEALTH CENTERS/NEW YORK CHIROPRACTIC COLLEGE, Seneca Falls and Depew, New York  
*Acupuncture & Oriental Medicine Clinical Internship (2009-2010)*

Extensive training in all aspects of Acupuncture and Oriental Medicine at various facilities. Responsible for patient assessment, patient treatment, preparing patient documentation, interface with families, quality assurance, and all aspects of patient relations. Ensured that sound healthcare practices were consistently adhered to.

- Also responsible for various administrative tasks, including office administration, answering phones, computer data entry, medical records maintenance, and regulatory compliance.
- Prepared all manner of patient and facility documentation, and ensured the accuracy and integrity of all documents.
- Interfaced with all levels of medical personnel.

## EDUCATION

FINGER LAKES SCHOOL OF ACUPUNCTURE & ORIENTAL MEDICINE, Finger Lakes, New York  
Masters of Science in Acupuncture and Oriental Medicine, 2010.

STATE UNIVERSITY OF NEW YORK AT BUFFALO, Buffalo, New York  
Bachelor of Science, with concentration in Exercise Science.

ERIE COMMUNITY COLLEGE OF NEW YORK, Buffalo, New York  
Associate of Science Degree.

## PROFESSIONAL CERTIFICATIONS

- Licensed Acupuncturist (License #003340)
- Diplomate in Oriental Medicine
- CPR and Emergency Cardiac Care Provider

References available upon request