

MORGAN LENT

2718 STEGER CREEK PATH
POWHATAN, VA 23139
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SKILLS

TIME MANAGEMENT. COMMUNICATION. TEAMWORK. ORGANIZATION.

EXPERIENCE

OCTOBER 2020 - PRESENT

INFANT AND TODDLER CONNECTION - *STUDENT ASSISTANT*

- Assessed and documented client progress with established goals.
- Provided clerical support to company employees by copying, faxing and filing documents.

JUNE 2018 - AUGUST 2020

POWHATAN FAMILY VISION - *RECEPTIONIST*

- Documented patient medical information, case histories and insurance details to facilitate smooth appointments and payment processing.
- Adeptly managed a multi-line phone system and pleasantly greeted all patients.

AUGUST 2017 - OCTOBER 2019

HERFF JONES - *RECEPTIONIST*

- Answered telephone calls to field inquiries from clients, vendors and various other callers seeking information.
- Sorted, received and distributed mail correspondence between departments and personnel.

EDUCATION

AUGUST 2019 - MAY 2022

LONGWOOD UNIVERSITY - *COMMUNICATION SCIENCES AND DISORDERS*

- Cormier Honors College
- Dean's List Recipient
- Honors Student Association
- National Student Speech Language Hearing Association