

Contact

carolinealissa01@gmail.com

www.linkedin.com/in/carolinealissa
(LinkedIn)

Top Skills

Business Travel

Time Management

Office Administration

Certifications

CHHC

Rezip Group Fitness Instructor

HIPPA Compliancy training

Transportation Worker Identification
Credential

Caroline Bush

Practice Coordinator

Philadelphia, Pennsylvania, United States

Summary

As a Practice Coordinator, my role revolves around fostering operational efficiency and enhancing patient care. Our team has successfully optimized daily operations, resulting in improved patient satisfaction. .

Experience

Bucky Plastic Surgery

Practice Coordinator

November 2023 - November 2024 (1 year 1 month)

Philadelphia, Pennsylvania, United States

- Coordinated daily operations at Bucky Plastic Surgery, ensuring efficiency and patient satisfaction.
- Managed a high volume of incoming inquiries to meet sales goals and optimized inventory management.
- Streamlined administrative processes, resulting in measurable operational improvements amongst the 4 office practice

Rizzieri Aveda School for Beauty and Wellness

Front Desk Manager

September 2021 - November 2023 (2 years 3 months)

- Managed front desk operations at Rizzieri Aveda School for Beauty and Wellness, overseeing scheduling, guest requests, and staff training.
- Acted as a liaison between lead teacher, clients, and staff, ensuring smooth communication and exceptional customer service.
- Supervised workload during shifts to maintain efficiency and quality service delivery.

VitalCheck Wellness

Business Development Consultant

October 2016 - September 2021 (5 years)

Greater Philadelphia Area

- Solicit and Develop a prospective business to business client pipeline.

- Introduce VC network of over 300 US Physicians to provide on-site employee wellness check ups.
- Obtain and verify patient insurance information and enters data in appropriate databases.
- Register Covid vaccinations in city wide registries across the US.

Power Pilates

Education Sales and Brand Manager

February 2015 - August 2016 (1 year 7 months)

Greater New York City Area

- Provided effective advice for Education steps to obtain 600-hour advanced Pilates Certifications
- Collaborated with regional training centers developed strong relationship with more than 50 teacher trainers
- Grew customer base for both potential and existing clients, resolving billing issues, copy-writing and editing promotional materials and newsletters

Goldman Sachs

Client Services Specialist

March 2014 - February 2015 (1 year)

New York, New York

- Managed client relationships at Goldman Sachs Client Center, providing elite support services for 32+ conference rooms.
- Delivered White Glove service by greeting clients and escorting them to appropriate conference rooms.
- Ensured seamless flow of operations to enhance client experience and satisfaction.

The Outsourcing Institute

Assistant to CEO and Managing Director

September 2008 - February 2014 (5 years 6 months)

Glen Cove, New York

- Coordinated CEO's travel, calendar management, and T&E to ensure seamless operations.
- Managed correspondence between OI team and clients, fostering strong relationships.
- Utilized analytics from various databases to support projects and proposals effectively.
- Created and supported the creation of promotional blasts to enhance brand visibility.

Medivisor Inc

Executive Administrative Assistant to CEO

September 2004 - August 2008 (4 years)

Huntington Station, NY

- Managed CEO's calendar, travel arrangements, and provided administrative support.
- Coordinated communication between Company Officers, Board of Directors, and SEC professionals for IPO preparation.
- Recorded expenses, tracked reimbursements, and ensured accurate financial documentation.

Education

Rizzieri Aveda School for Beauty and Wellness

· (February 2022 - August 2022)

Institute for Integrative Nutrition

Certified Holistic Health Coach, Dietetics and Clinical Nutrition

Services · (2013 - 2014)

Briarcliffe College

Associate of Arts and Sciences (A.A.S.), Computer Graphics · (2001 - 2003)