

RESUME

Gloria Majeski
2717 Graylock Drive
Willoughby Hills, OH 44094
(440) 951-0776

EDUCATION: Wickliffe High School
Major: Business and Secretarial Courses

EXPERIENCE:

May 1982 – present Practice Administrator, Cardiovascular Consultants
of Cleveland, Inc.
36100 Euclid Avenue #300, Willoughby, OH 44094

Duties include: Supervision of 35 employees at three offices, management of seven cardiologists' billing (including submission of all hospital charges and nuclear radiology charges), maintenance of computer system and time clock system, managing supply orders, transcription (when in-house transcriptionist is unavailable), training of new employees, manage physicians' calendar for meetings, pension plan document management, sign checks for all products and services, daily bank deposits, monthly productivity reports for patient care, hiring and firing of all employees and any other aspects necessary to make the office run efficiently.

June 1979-May 1982 Insurance Secretary, Cardiovascular Consultants
of Cleveland, Inc.
36100 Euclid Avenue #300, Willoughby, OH 44094

Duties include: Submission of all insurance claims
for three physicians.

Oct. 1978-June 1979 Executive Secretary, Picker Corporation
Duties include: All secretarial responsibilities required
for Personnel Director.

July 1977-Oct. 1978 CHAMPUS Insurance Adviser, U.S. Navy Clinic,
Cleveland, OH
Duties include: Training and counseling military service
personnel and their families in order to obtain civilian
payment for their medical fees.

June 1974-July 1977

Medical Receptionist, U.S. Navy Clinic, Cleveland, OH
Duties include: Front desk reception and chart completion
for the treatment of military service personnel and their
families, and transcription for radiologist.

AFFILIATIONS:

Lake Erie College, Learning About Business Advisory Board
Wickliffe Schools Alumni Association, Board Member
Willoughby Hills Lions Club, Member
Willoughby Hills Recreation Commission, Past Member
W.H. Boy Scout Troop #562, Charter Representative
Ohio State Medical Association, Member
Notary Public

REFERENCES:

Mark E. Angel, M.D., Cardiologist
Cardiovascular Consultants of Cleveland, Inc.
36100 Euclid Avenue #300
Willoughby, OH 44094
440-942-5400

Lawrence Jacobs, M.D., Electrophysiologist
Cardiovascular Consultants of Cleveland, Inc.
36100 Euclid Avenue #300
Willoughby, OH 44094
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