**FIRST PART** that needs to be turned into the first paragraph:

* **Research project;** Under-served community and helped to linking patients with those organizations that better help them spiritually and religion ways.
* **Patients sitting;** which helped me with getting closer to medical conditions of patients and to have more understanding of how to provide care for patients.
* **Communicating with patients and patients’ families;** reach out for patients and their family to help them get closer to the team and to better inform them with services we provide.
* **Electronic Medical records\Computer Skills;** I helped collecting data and input them electronically and organized them in order to help the employees to easily reach them.
* **Receptionist (Front desk);** Where I helped to schedule appointments and sign visitors in and provide information for clients and patients through the Telephone.
* **File and Charts Organizing;** Where I helped organizing over 400 patient charts and keep the confidentiality of their medical records.
* **Employees Time and Attendance;** which helped me to improve my calculation skill and gaining more experience in calculating hours
* **Nursing homes activity plans;** efficiently organized and led activities for 30resident’s outings.
* **Telecommunications;** Where I also improved my communication skills through the phone by contacting the patients and their families\ customers by scheduling appointments and provide them with information.
* **Linked between organizations;** I worked on locating and connecting organizations for charitable donations for unqualified patients to increase their quality of life.

After you get done with the first one you get started with the second part.

**SECOND PART** that needs to be turned into a paragraph:

* **Patients sitting;** which helped me with getting closer to medical conditions of patients and to have more understanding of how to provide care for patients.
* **Receptionist (Front desk);** Where I helped to schedule appointments and sign visitors in and provide information for clients and patients through the Telephone.
* **File and Charts Organizing;** Where I helped organizing over 400 patient charts and keep the confidentiality of their medical records.
* **Telecommunications;** Where I also improved my communication skills through the phone by contacting the patients and their families\ customers by scheduling appointments and provide them with information.

These are VERY simple work so i need them done ASAP