

Jason V. Cross

Personal Info

Phone

+1-401-924-6107

E-mail

jason.cross@gmail.com

LinkedIn

[linkedin.com/in/jason-cross](https://www.linkedin.com/in/jason-cross)

Twitter

twitter.com/javcross

Portsmouth, August 1, 2019

Susan White

Head of Customer Experience

Charter CARE Health Partners

7 Waterman Ave

North Providence, RI 02911

Dear Susan,

As someone who recognizes Charter CARE Health Partners as the premier Health and Human Service Agency in the East Bay, I was thrilled to see an opening for a Medical Receptionist position with your company. With my 5+ years of experience as a receptionist, I am confident in my ability to provide accurate and timely communication to patients and visitors in a courteous and respectful manner for Charter CARE Health Partners.

In the job listing, you state that you're looking for a skilled receptionist to be responsible for warmly greeting clients upon arrival, creating an inviting reception area, and entering data into your record system. In my current position with Lifespan, I ran the front desk of a 10 person primary care office and acted as a liaison between physician and patient walk-ins requiring immediate appointments. I also created an automated system to update how we schedule appointments and transportation for patients. My automation process cut down on missed visits and overbooking by 40%. I'm sure this experience will result in similar results for Charter CARE Health Partners.

I am impressed with the quality of the care you provide your patients and the atmosphere you create in your offices. Being part of your team and continuing to help with this mission would be a dream opportunity for my career development.

Can we schedule a meeting or a call to discuss solutions for optimizing reception processes at Charter CARE Health Partners while retaining your client satisfaction metrics?

Thank you,

Jason V. Cross

401-924-6107

jason.cross@gmail.com

Cover Letter Top Sign In

Mike Jess

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the name bar.

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The Impassioned Escapades of Caroline W. Linda Leven, 2008-09-30 The Impassioned Escapades of Caroline W follows the exploits of Caroline Windsor the novel's heroine an educated cultured professional fifty three year old woman who cannot accept the fact that she is an insignificant nobody She has only one ambition and destination in life to be famous and acclaimed by the world for some exceptional inimitable achievement In a race with time she is a driven obsessed woman still striving for her life of FAME GLAMOUR GLORY AND CELEBRITY She wants desperately to leave this earth with her name on websites and in books dictionaries and encyclopedias The dream that of a young person relentlessly torments her but losing it means losing her justification for existing Believing herself only temporarily thwarted in her quest for fame and bored with her dull existence Caroline devises an imaginative plan to seek a TEMPORARY QUICK FIX and SUBSTITUTE GOAL to INDULGE IN A PASSIONATE LOVE AFFAIR WITH A YOUNG MAN who will worship her thrill her and breathe life and fire into her sterile conventional existence until she can finally achieve her world fame With this plan in hand Caroline embarks on what becomes an ELEVEN YEAR ODYSSEY OF ENCOUNTERS WITH YOUNG MEN ONLY HALF HER AGE MEETING HUNDREDS OF YOUNG FELLOWS ON FIRST BLIND DATES ALONE AT HER RITZY FIFTH AVENUE APARTMENT What happens when an expectant eager young fellow enters Caroline's apartment she the older sexy woman seeking the fiery no strings love affair and he hoping to get the part Unwittingly Caroline begins to lose her way as she becomes entangled with and endures the most bewildering extraordinary offbeat cast of characters in a series of dark enigmatic events In a succession of powerful vignettes Caroline becomes involved with a B D talent agent a gorgeous young confirmed alcoholic an elegant and smooth talking American Airlines pilot a sneaky house painter a Dr Jekyll and Mr Hyde nephrologists an apprehensive married old geezer a prosecuting Caroline attorney a famous smut peddler a strangler marine a myriad of physically ill and diseased men the FBI an obsessed stalker a fanatical graduate student her threatening landlord and his evicting lawyers her snooty neighbors and a circus of other center ring bizarre characters But the questions remains Does Caroline ever find her fame or is she waylaid tangled in the ecstasy turmoil thrills and sheer recklessness of all her young impetuous lovers The book is a light hearted delicious romp of SUPER DRAMATIC TALES with unique philosophical and psychological insights into love sex life and the continual turbulence between the sexes *Getting a Social Media Job For Dummies* Brooks Briz, David Rose, 2015-03-16 Your no nonsense guide to getting a job in social media Looking to snag a social media position This fun and practical guide shows you how to stand out from the competition and land your dream job in social media Inside you'll find expert and easy to follow guidance on where you should look for a job in social media how to research companies to target the social media sites where you should be active and much more Plus you'll get resume and cover letter writing tips answers to tricky interview to woo potential employers and advice on creating a valuable social media position within your current company You will also benefit from sample resumes resume templates and videos

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for Handwriting Year 1 Teacher's Book Gill Budgell,Kate Ruttle,2016-01-21 *Penpals for Handwriting* is a complete handwriting scheme for 3 11 year olds that offers clear progression through five developmental stages physical preparation for handwriting securing correct letter formation beginning to join along securing the joins and practicing speed fluency and developing a personal style *Penpals* is focused on whole class teaching using digital resources to enable modelling and interactive learning along with Practice Books and Workbooks to support independent work The Foundation content is in line with the EYFS Framework and the Year 1 6 content supports frequent discrete and direct teaching of handwriting for 5 11 year olds as required by National Curriculum 2014 *Penpals* supports all UK curricula and CIE Primary English curriculum

Assessment Essentials Trudy W. Banta,Catherine A. Palomba,2014-09-09 A comprehensive expansion to the essential higher education assessment text This second edition of *Assessment Essentials* updates the bestselling first edition the go to resource on outcomes assessment in higher education In this thoroughly revised edition you will find in a familiar framework nearly all new material examples from more than 100 campuses and indispensable descriptions of direct and indirect assessment methods that have helped to educate faculty staff and students about assessment Outcomes assessment is of increasing importance in higher education especially as new technologies and policy proposals spotlight performance based success measures Leading authorities Trudy Banta and Catherine Palomba draw on research standards and best practices to address the timeless and timeliest issues in higher education accountability New topics include Using electronic portfolios in assessment Rubrics and course embedded assessment Assessment in student affairs Assessing institutional effectiveness As always the step by step approach of *Assessment Essentials* will guide you through the process of developing an assessment program from the research and planning phase to implementation and beyond with more than 100 examples along the way Assessment data are increasingly being used to guide everything from funding to hiring to curriculum decisions and all faculty and staff will need to know how to use them effectively Perfect for anyone new to the assessment process as well as for the growing number of assessment professionals this expanded edition of *Assessment Essentials* will be an essential resource on every college campus **Memories of a Fighter Pilot** Jay E. Riedel,2010-03-28 Jay E Riedel was born 19

November 1939 in Freeport Long Island New York and received his Bachelor of Arts Degree in Mathematics from the University of Buffalo Buffalo New York and his commission as a Second Lieutenant through AFROTC in July 1961 Colonel Jay E Riedel retired 1 April 1992 after thirty years of active service to his country His last assignment was Senior Air Force Representative to the United States Army Infantry Ft Benning Georgia Memories of a Fighter Pilot is a collection of as many of his personal recollections as he can remember that would be of a significant interest to most readers They are as accurate as he remembers them Many will make you laugh some will water your eyes and some will have you gripping your chair with white knuckles I have experienced many of life s ups and downs and I hope all who read of these episodes will be entertained yet glean some information that may be of use in their own lives It was quite a ride Foreword by General Chuck Horner

Legibility of Alphanumeric Characters and Other Symbols United States. National Bureau of Standards, Douglas Y. Cornog, 1964 **Your 24/7 Online Job Search Guide** Lamont Wood, 2002-10-15 Getting a job is a race to the finish line So why walk when you can run You might think that only techies and geeks look for jobs online and that only high tech companies list their openings on Web sites But you d be wrong In the information age going online is often the quickest easiest and cheapest way to find what you re looking for and that holds true for job hunters too In fact if you aren t online you re missing out on thousands of opportunities in almost every field And you don t have to be a computer genius All you need is access to the Internet and a little bit of guidance Using the Internet and this book you can get your name and resume in front of more people in an hour than you can in a week using conventional methods Your 24 7 Online Job Search Guide is designed for those who don t have much computer experience Fast easy and informative this book gives you the knowledge you need to get online and get a job Topics include An introduction to the Internet and the job search resources you can find online Assessing your goals and getting started Protecting yourself from identity theft and other frauds Building your online resume Using e mail Usenet mailing lists and newsgroups The best job search sites and industry specific sites on the Web Technical terms you might need to know Using corporate information sites to investigate a particular company Doing in person interviews **HR For Small Business For Dummies - Australia** Paul Maguire, 2014-01-24 The Australian small

business owner s guide to making human resources easy More than 87 percent of Australian workplaces are small businesses employing fewer than 20 people These small business owners know their markets know their customers and know how to make their small business run What they may not know is the people stuff HR for Small Business For Dummies Australian Edition explains the simple ins and outs of human resources for businesses too small to have a dedicated HR staff When it comes to the daunting task of complying with employment regulations small businesses are treated no differently than big businesses so it s imperative for small business owners to understand the regulatory framework that governs every phase of the employee employer relationship in Australia Presents practical guidance on every major aspect of human resources for Australian small businesses Covers key topics including recruitment paperwork workplace conflict non discrimination

policies wages superannuation workers compensation unfair dismissal redundancy and more Includes links to downloadable online resources including checklists sample forms model policies and guides Ideal for small business owners and entrepreneurs students of human resources and independent contractors looking to grow their business When it comes to hiring and managing employees in your small business failing to understand human resources and employment regulations can cost you a bundle HR for Small Business For Dummies makes human resources easy so you can focus on business

The Intimidation Game Kimberley Strassel, 2016-06-21 From Kim Strassel one of the preeminent political columnists writing today and member of the Wall Street Journal editorial board comes an insightful alarming look at how the Left once the champion of civil liberties is today orchestrating a coordinated campaign to bully Americans out of free speech For nearly 40 years Washington and much of the American public have held up disclosure and campaign finance laws as ideals and the path to cleaner and freer elections This book will show through first hand accounts how both have been hijacked by the Left as weapons against free speech and free association becoming the most powerful tools of those intent on silencing their political opposition The Intimidation Game provides a chilling expose of political scare tactics and overreach including How Citizens United set off a wave of liberal harassment against conservative politicians The targeting of Tea Party groups by the IRS How Wisconsin prosecutors state AGs and a Democratic Congress shut down political activists and businesses The politicization by the Obama administration of a host of government agencies including the FEC FCC and the SEC The Intimidation Game will shine a much needed light on how liberal governance and the Democratic machine bullies the political process

Life Work Transitions.Com Deborah L Knox, Sandra S Butzel, 2012-09-10 Life Work Transitions com is a survival manual for the 21st century that helps readers merge their spiritual intentions with technology as a means of connecting to their unique work in the world Including over 200 carefully pre screened career related websites correlated to the three stages of the job search process the book takes the reader on a personal soulful journey of self discovery This career and life work planning guide book is applicable to all potential employees whether you are seeking full time part time self employment or contract work

The College Buzz Book, 2006-03-23 In this new edition Vault publishes the entire surveys of current students and alumni at more than 300 top undergraduate institutions as well as the schools responses to the comments Each 4 to 5 page entry is composed of insider comments from students and alumni as well as the schools responses to the comments

Women of Color, 2011 Women of Color is a publication for today s career women in business and technology

Let Me Get My Coffee! Then We'll Talk Business And The Lessons I Learned as an Entrepreneur Wendy D. Steele, 2019-02-28 Let Me Get My Coffee Then We ll Talk Business And the Lessons I Learned as an Entrepreneur Don t like your job Start your own business You are so good at that You should start your own business Stop slaving away 60 70 hours a week for them and start your own business We hear something like this nearly every day On the job in church and from family and friends Today there are more entrepreneurial programs popping up in colleges across the nation and experts

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Inspired to Dance Mande Dagenais,2010-02 Details the entire process of how to become a dancer Based on more than twenty five years of experience in the performing arts as a dancer teacher choreographer director and producer Mande shares her vast knowledge and experience This definitive and comprehensive guide teaches the ins and outs of show business how to get the most out of your training audition dos and don ts where and how to find work managing the business aspect of your talent how to sustain longevity in your career Publisher s description *How to Use*

the Tajweed Signs in Qur'an Recitation Ayman Fathallah Hamed,2024-08-02 This book is a guide on how to use punctuation and Tajweed signs to recite the Qur an with proper Tajweed The Qur anic text includes punctuation and Tajweed signs on every Aya These signs provide hints to the reciter of the Qur an to recite with proper Tajweed This book is a guide on how to use these punctuation and Tajweed signs to apply the basic Tajweed rules Following these signs should allow you to apply many basic Tajweed rules even without fully understanding them *Business Result 2E Pre-intermediate Student's Book*

Kate Baade,Michael Duckworth,2020-07-28 Business Result Second Edition offers business professionals more communication and language practice than ever before helping students develop relevant communication skills they can use immediately in the workplace Great downloadable resources to support you when using Business Result Second Edition can be found at <https://elt.oup.com/student/busresult>

Management Fundamentals Robert N. Lussier,2017-11-27 Praised as the greatest source of quality and quantity of application and skill development experiential learning Packed with

experiential exercises self assessments and group activities the Eighth Edition of Management Fundamentals helps students develop essential management skills they can use in their personal and professional lives Bestselling author Robert N Lussier uses the most current cases and examples to illustrate management concepts in today s ever changing business world This fully updated new edition provides in depth coverage of key AACSB topics such as diversity ethics technology and globalization New to This Edition New case studies highlight contemporary challenges and opportunities facing managers at well known organizations such as Whole Foods Wells Fargo and the Chicago Cubs The book is completely updated with hundreds of new references and examples Expanded and updated Trends and Issues sections explore timely topics such as the changing nature of work managing multiple generations and virtual teams All of the Applying the Concept boxes are new and engage students in applying the concepts to their own experiences and provide situational analysis opportunities to develop critical thinking skills The College Buzz Book Carolyn C. Wise, Stephanie Hauser, 2007-03-26

Many guides claim to offer an insider view of top undergraduate programs but no publisher understands insider information like Vault and none of these guides provides the rich detail that Vault s new guide does Vault publishes the entire surveys of current students and alumni at more than 300 top undergraduate institutions Each 2 to 3 page entry is composed almost entirely of insider comments from students and alumni Through these narratives Vault provides applicants with detailed balanced perspectives

Accidental Encyclopedia Andy Grogan, 2015-01-24 An overview of web design and UX of the best web sites on the internet *Cracking the Federal Job Code* Corliss Jackson, 2016-03-29 If you ve got what it takes to be a civil servant for the federal government it can be frustrating to apply to positions and never get an interview You re not alone thousands of people apply to federal jobs without success and many of them are experienced professionals just like you The ones who get the jobs aren t necessarily more qualified they ve just mastered the process Corliss Jackson formerly with the US Office of Personnel Management and the author of the Washington Post s weekly federal jobs column Corliss s Corner reveals the secrets you need to learn to master the federal application process qualify for federal jobs create your federal resume stand out in a sea of qualified candidates understand what s needed for security clearances The cobwebs clouding the federal hiring process can be difficult to clear which is why you need someone with more than twenty years of experience in federal human resources to help show you the way Break through the red white and blue tape that stands in between you and your federal dream job and start *Cracking the Federal Job Code*

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