



Seung Choi

15W 107th Street #21
New York, NY 10025
315-603-3963

Fluent in Korean and English, conversational Japanese
Legal Immigrant/legal to work
NO VISA restrictions/ NO sponsorship needed

Summary of Qualifications

4+ Years

Personal Assistant Experience

16+ Years

Microsoft Office and Google Suite

Goes above and beyond to address often overlooked issues and tasks.

Great communication skills with a friendly, empathetic, and focused personality.

Highly Proficient rating in Scheduling, Customer Service, Healthcare Reception and Administration, and Microsoft Office, from *Indeed.com*

Career Accomplishments

1. Interviewed **Nishino Akihiro** on behalf of **Brunch Magazine**.
2. **Producer/Performer/Outreach Specialist at Urban Stages(Off-Broadway)**
3. **Personal Scholarships:** Debra Bonner(*University of Michigan*), Jeremy Sortore(*Harvard University*), Renee Marannan(*Institute for Vocal Advancement*), Bobby Pocket Horner(*Broadway's & Juliet*), Hadi Tabbal(*NBC's The Brave, Broadway's the English*)

Education

B.A. Theatre Arts: Musical Theatre
Utah Valley University, *Utah*

High School Diploma
Anthem Preparatory School, *Utah*

References

Ben Cameron: 917-312-6373
Playbill, BroadwayWorld, Atlantic Cruise Director, Original Broadway Cast of Wicked- New York, NY
Megan Rasmussen: 801-725-0876
Broadway Producer, A Beautiful Noise, Kinky Boots, Harmony- New York, NY
Ilanna Saltzman: 508-439-9683
Urban Stages(Off-Broadway) Outreach Specialist Director- New York, NY

WORK EXPERIENCE

Practice Manager

Confidential Psychiatry Office - New York, NY

July 2024 – Current

- Performs TMS, CNS, Urinalysis, Blood work to patients daily.
- Provides administrative support to doctors/nurses in multiple facilities and oversees auditing, credentialing, and clerical work.
- Manages medical/mental health/medication Prior Authorizations.
- Excellent reviews from pharmacists, nurse practitioners, patients.
- Assisted data collection in multiple psychiatry PhD studies with pharma companies.

Assistant Office Manager/Medical Receptionist

K-Wellness Holistic Healing Medical Spa - New York, NY

March 2024 – June 2024

- Investigated, discovered, and resolved root causes within the communication system resulting in a 400% increase in appointments
- Reduced error/workload through facilitated billing chart by over 43%
- Excellent customer care, bringing in 21 patients in total within 2 months.
- Managed/supplied business items

Medical Receptionist

MIDTOWN Acupuncture & Physical Therapy – New York, NY

May 2023 – February 2024

- Facilitated off/online patient database system/legal consent/intake forms following HIPAA guidelines, resulting in a productivity increase of over 70%, and reduced errors by over 95%.
- Created and implemented insurance eligibility/benefits checklist reduced the processing time by 90% with a 200% increase in revenue per patient.
- Excellent customer care and made lasting relationships with the entire building staff.
- Built a secure EHR system for the business and formed secure business relations with major insurance companies.

Executive Secretary

The Bonner Family Entertainment – Orem, UT

January 2022 – December 2022

- Led and managed advertisements including Billboards, FOX News, KSL, websites.
- Improved key client relations by resolving complex issues and providing thoughtful conversations and actions.
- Event planning for high-profile clients.