

Dejahnae Burke

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Professional Summary

Dedicated and reliable healthcare support professional with hands-on experience in medical office administration, patient service, and housekeeping support. Strong ability to maintain cleanliness, follow safety protocols, and deliver compassionate support to patients and clinical teams. Skilled in multitasking within fast-paced hospital environments, ensuring quality care and excellent service.

Key Skills

- Patient Service & Support
- Housekeeping & Infection Control
- Medical Office Administration
- Cleaning & Sanitation Procedures
- Health & Safety Compliance
- Strong Communication & Teamwork
- Time Management & Reliability
- Ability to Lift up to 45 lbs and perform physical duties

Work Experience

Medical Office Assistant

Bramalea Medical Centre – Brampton, ON | 2024 – Present

- Greet and assist patients, schedule appointments, and manage medical records.
- Support physicians by preparing examination rooms and ensuring cleanliness and readiness.
- Handle billing, OHIP submissions, and patient inquiries while maintaining confidentiality.
- Provided general office support and upheld a professional, patient-centered environment.

Customer Service Representative

ServiceOntario – Brampton, ON | 2023 – 2024

- Assisted customers with government services, including health cards, licenses, and vital records.
- Maintained accurate documentation and supported clients with professionalism and empathy.
- Delivered high-quality service in a fast-paced, high-volume environment.

General Labour / Housekeeping Support

Arrow Workforce Solutions – GTA | 2022 – 2023

- Performed cleaning, stocking, and sanitation duties in healthcare and office environments.
- Assisted with patient area upkeep, ensuring safe and hygienic spaces.
- Carried out lifting, moving, and physical support tasks as required.

Education

Medical Office Administration Diploma – Trios College, 2020

High School Diploma – Brampton, ON