



ACTON PARTNERS

TARA PEÑA

ADMINISTRATION



BACKGROUND

Tara Peña has over seven years of experience in the administration and customer service industries, including significant experience in healthcare management positions. She enjoys working within a team and aiding in the overall functionality of her workplace. She has personally handled managing her own team, projects, appointments, meetings, schedules, managing, patient, and provider inquiries, while maintaining the utmost confidentiality.

EDUCATION

2017

Diploma

Thomas Worthington High School

2021

East Side PS Ceramics

PROFESSIONAL EXPERIENCE

2021 – 2022

Manager

Juice Land

2020 – 2021

Administration

John Henry Home & Garden

2019 – 2020

Administration

Addiction Angels of America

2018 – 2019

Care Coordinator

Quantum Healthcare