

Nayyh Wallace

Baltimore, Maryland | 410-365-4876 | nayyh.wallace920@gmail.com

Professional Summary

Dedicated and compassionate healthcare and administrative professional with experience in customer service, patient care, sales, and office administration. Skilled in communication, scheduling, data entry, and supporting patients in fast-paced environments. Strong ability to work collaboratively with teams while maintaining professionalism and excellent customer relations. Seeking an opportunity to contribute strong organizational and patient support skills in a healthcare or administrative setting.

Professional Experience

Saint Agnes Hospital

Radiology Assistant

Baltimore, Maryland | December 2023 – February 2026

- Assisted radiology technicians with mammograms, MRI procedures, CT scans, and ultrasounds
- Supported patient preparation and assisted with patient movement and comfort during procedures
- Maintained professional communication with patients and medical staff
- Assisted with scheduling, documentation, and general department support

Education & Training

University of Colorado Springs

Associate of Science in Business Administration

April 2022 – November 2023

All-State Career – Dental Assistant Program (Radiology)

Baltimore, Maryland | May 2021 – 2022

High School Diploma

2021

Certifications

- Certified Nursing Assistant (CNA)
- Certified Caregiver
- Certified Dental Assistant
- Dental Administration Office Certification

- Radiology Technician Training Certification
- Nurse-Family Partnership Program Certificate

Professional Skills

Customer Service Experience (4+ Years)	Sales Experience (4+ Years)
Front Office & Administrative Support	Patient Care Assistance
Appointment Scheduling & Customer Communication	Data Entry & Record Management
Professional Phone Etiquette	Microsoft Office & Computer Skills
Team Collaboration & Communication	Healthcare Support Experience