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Address

email@email.com; 555-555-5555

Outstanding social sciences graduate seeking job positions pertaining to: health and wellness coordinator, medical office assistant, or health administration. Secondary titles include hospitality, real estate, or emergency services.

Qualifications Profile

- Accounts receivable/payable
- HIPAA compliant
- Microsoft Office Suite
- Analytical and interpersonal skills
- Project management & team leader
- Mid-level administrative experience

Work Experience

Patient Service Coordinator at PT Solutions in Asheville, NC (09/2018-Present)

Facilitate and manage medical front office operations. Ensure accurate billing for all services rendered. Serve as intermediary between patient care personnel and billing staff. Assist in reimbursement practices while ensuring compliance. Coordinate all patient scheduling, obtaining billing and insurance information and eligibility. Coordinate patient charts, evaluations and communications between staff and patients. Ensure timely reporting of key facility statistics to the service center and owners. Assist with patient care duties and clinic flow as directed by the physical therapist staff.

Resort Experience Planner at the Omni Grove Park Inn in Asheville, NC (01/2017 - 09/2018)

Offered customized stay options while coordinating with several departments to maximize revenue and guest experience. Knowledgeable in resort packages, property, and guestrooms. Some strategies including upselling and timing of promotions. Strategized optimal revenue and tracked sales goals daily. Reviewed arrival report, opt in report, and rate codes to identify guests for outbound efforts.

Benchmark Coordinator at Polaris Group in Tampa, FL. (08/2014 - 12/2016)

Statistical reporting for long-term care facilities to corresponding with yearly CMS rates. Tracked trends for budgeting purposes. Monitored and updated UB04 submission and monthly episodic logs, client tracking and database tracking. Managed, created, and formatted PDF Medicare utilization reports for LTC facilities. Distributed final KIT reports. Versed in HIPPA compliant practices and procedures. Collaborated with multiple departments and stepped in as administrative assistant when needed.

Pet Sitter at PetCare Plus in Tampa, FL. (03/2013 - 12/2016)

Provided in home daytime, evening, and overnight pet and exotic animal care. Entrusted with the security of keys to over 30 residential homes. Conducted new client meetings which consisted of meeting clients and pets; gathering pet information; feedback; picking up keys.

Additional Experience:

- **Administrative Assistant at Lake Nona Golf & Country Club in Orlando, FL. (06/2010 - 02/2013)**
- **Cart Attendant** at Lake Nona Golf & Country Club in Orlando, FL. (11/2009 - 06/2010)
- **Administrative Assistant/Front Office** at Allstate Insurance in Tampa, FL. (06/2007-11/2009)
- **Team Member** at Target in Brandon, FL. (06/2005 - 06/2006)

Education

Bachelors in Social Sciences, University of Central Florida, 2013. Concentration: Healthcare.

Additional information: Delta Delta Delta (Δ Δ Δ) Sorority volunteer and service work.