

Kassandra Scott

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Objective

A position where my talents can be utilized to help a company grow profit and retain customers.

Qualifications

- **1 Accounts Receivable**
- **Medical receptionist**
- **6 years as a C.M.T**
- **6 years phone experience**
- **6 years filling experience**
- **6 years customer service**
- **Knowledgeable in office procedures**
- **Computer skills with nextgen**

Professional Experience

Jazz; Cashier

March 2014-Present

- Customer relations
- Assist customers that need help
- Stocking of product
- Cashier with opening and closing procedures
- Answer phones and assist with customer request or transfers
- Process paper work according to company guide lines
- Inventory control
- Schedule appointment per customer request

Sales Seasonal; Macy's

Nov 2013-Feb 2014

- Customer relations
- Assist customers that need help
- Stocking of product
- Cashier with opening and closing procedures
- Answer phones and assist with customer request or transfers
- Process paper work according to company guide lines

Accounts Receivable; The Quikrete Companies

Nov 2011-Aug12

- Issuing credits
- Pricing distributors/price book
- Customer set-up distributors only
- Fuel surcharges(distributors)
- Collection Manager
- Requested confirmation/pod distribution
- Confirming pod's/ checking pricing
- Credit log
- Filing
- Answering phones

Medical Receptionist; Rocky Mt Primary Care

Mar09-June 09

- Schedule appointments
- Check in and out patients
- Filing
- Collection of Co-pays
- Work with insurance companies
- Phone work
- Computer work

Medical Receptionist; Colorado Counseling Professionals

Sep 08-Mar-09

- Filing
- Answer phones
- Schedule appointments
- Computer work
- Check in/out patients
- Work with insurance companies

Education & Training

Northglenn High School, high school diploma
Heritage College, Certified massage therapist

Additional Course Work

Impact M.D
Centricity
Switchboard
Millbrooks
Microsoft out look
Windows 98
Occusource
Excel 7.0
Word perfect
Read and write soap notes

Awards Received

Voluntary Service Award
Academic Award

Personal

Enjoy playing sports and astronomy

References upon request