

# Tracy Rosno

## Front Desk Coordinator

Coleridge, NE  
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### WORK EXPERIENCE

#### **Front Desk Coordinator**

Family 1st Dental - Wayne, NE - July 2013 to January 2015

Wayne, NE 68787

July 7, 2013 - January 12, 2015

Reason for leaving: Job was just a Temporary Position

Job Title: Front Desk Coordinator

Hours: 32 - 40 hours per week (Monday - Friday)

Pay upon leaving: \$13.00 per hour

Description of current job duties: Greet patients and let office personnel know when patients are ready. Take phone calls for appointments and call insurance companies when benefit information is needed on patients. I took patient's payments on accounts (in cash, check, Care Credit, Credit Cards, and Insurance Payments) and credited to patient's accounts. Ran and sent out electronic statements and sent claims (electronically and by mail). Made all bank deposits and kept up-to-date records of claims.

#### **Production Clerk**

Mallory USA, Inc - South Sioux City, NE - July 1993 to February 2014

South Sioux City, NE

July 6, 1993 - February 28, 2014

Reason for leaving: Business got bought out, and the new business closed the plant down.

Job Title: Production Clerk

Hours: 40-42 hours per week (Monday - Friday)

Pay upon leaving: \$11.00 per hour

Description of current job duties: I record all data of products that the plant makes, record Employees time into the computer to match the work being done. I record all employees time worked for the week and turn into the payroll department. I also keep track of employee's vacation and paid personal days. I am very familiar with Microsoft Word and Microsoft Excel. I fill in at our company on doing receptionist work as well as doing Inventory for the company. For yearly inventory procedures, I am the one who does all the data entry of the products and I order supplies when needed.

### RESUME:

Other duties: I did work on the floor for about 2 years before getting the office job. Floor production included running CNC machines that made snow brushes and ice scrapers of different kinds. Also ran presses that

made window squeegees that we had to assemble. I made all carton labels and UPC codes for all our products to be able to sell and ship. I package and ship all UPS & FedEx orders and help in shipping to put together, from packing slips, orders for customers that ship via truck; and make the Bill of Ladings. Largest customer I did shipping for was Wal-Mart.

Other Activities: During the summer I do all Paperwork and set up Rules for CS Promotions, LLC (a business that promotes demolition derby events at county fairs). I also help fair boards at gate with pit admissions when they are really busy. I have been helping officiate demolition derbies for over 12 years. Owner of CS Promotions is listed as a reference as well.

Weller Manufacturing - Sioux City, IA - 1988 to 1990

Reason for leaving: Moved back to Nebraska

~Waulbaum's

Wakefield, NE

1986 - 1988

Reason for leaving: Moved to Sioux City, IA