

22062 183rd Street
Big Lake, MN 55309

Cell 763-300-9269
biglakebjc@gmail.com

Becky Christianson

Work Experience

2013-Present **Sunrise Plumbing** **Albertville, MN**

Office Manager

Well-developed interpersonal and communication skills. Experience working in a fast-paced and deadline oriented environment. Able to manage multiple tasks, organize and prioritize workload. Adapt quickly to fluctuating environments and work situations.

Responsibilities

QuickBooks entry of A/P, A/R, payroll processing, journal entries, month end close and reconciliation of bank statements, phones, scheduling appointments, Microsoft and Excel. Also, help with commercial rental properties – collecting rent, lease renewals, and tenant issues.

2017 – Present **MN Mechanical Solutions** **St. Cloud, MN**

Office Manager/ A/P and A/R

Experience working in a fast-paced and deadline oriented environment. Able to manage multiple tasks, organize and prioritize workload. Adapt quickly to fluctuating environments and work situations. Well-developed interpersonal and communication skills

Responsibilities

QuickBooks entry of A/P, A/R, payroll processing, journal entries, month end close and reconciliation of bank statements, phones, scheduling appointments, Microsoft and Excel. Also, help with commercial rental properties – collecting rent, lease renewals, and tenant issues.

2008-2012 **Spine and Sports Institute** **Maple Grove, MN**

Clinic Director / Office Assistant

Dedicated and Self-motivated individual with a versatile of administrative skills developed through experience as an office manager, clinic director, chiropractic assistant.

Key Skills

Administrative Assistant, Patient Coordination, Audits, Medical Records, Supervision over Doctor's and staff. Insurance processing, Accounts Payable/Receivables, Microsoft and Excel

2001–2008 Great River Spine & Sport Big Lake, MN

Chiropractic Assistant / Office Manager

Administrative Assistant, Patient Coordination, 10 key touch, Patient care, Charting, Audits, Medical Records, Insurance processing, Accounts Payable, Clerical Microsoft and Excel experience

2000–2001 Allina Medical Clinics Patient Accounts St. Anthony, MN

Insurance/Cash Application Specialist
Cash Application Specialist, Insurance Claims Processing, 10 Key touch, Data Entry, Accounts Payable, Collections, Refunds, Excel and Microsoft experience, Clerical

1998–2000 Zapfel Orthodontics Spring Lake Park, MN

Dental Assistant
Dental Assisting, Patient Coordination, Records, Backup Receptionist, Insurance Processing, Collections, Data Entry, X Rays, Impressions

1991–1998 Endodontics Associates Ltd Brooklyn Center, MN

Dental Assistant
Dental Assisting, Clerical, Receptions, Insurance Processing, Insurance Audit, Patient Care, Charting, Supply Ordering

Education

1988–1990 Hennepin Technical College Brooklyn Park, MN
Dental Assisting Diploma

1986 – 1988 Park Center High School
High School Diploma

References

Dr. Justin Thielke D.C. -Chiropractor 763-242-3436
Dr. Joshua Sandell, D.C. - Chiropractor 612-600-7149
Julie Vickerman – Practice Nurse 763-355-4068
Dr. Holly Westbrook D.C. – Chiropractor 763- 228-4461
Dr. Gregory Smock D.C. - Chiropractor 612-281-7393
Greg Braegelmann 320-492-0198

