

Rachel Bell

Student, Curious, Achiever

Thornton, CO

haileyhaileybell@Gmail.com - 720-257-3517

To obtain an advanced level position in office operations, developing experience and knowledge for potential growth and advancement.

WORK EXPERIENCE

Office Assistant

Bell Roofing and Supply - August 2010 to Present

Insurance

Receptionist

Home Daycare Provider

Home Daycare - June 2006 to August 2010

Stayed home with my child, while watching other children

Receptionist

Dr. Olenick - February 2005 to February 2006

Scheduled appointments in a very fast paced setting

- Authorized MRIs, CTs, and X-rays
- Scheduled diagnostic appointments to contracted facilities with insurance approval

Office Manager/Receptionist

Northbrook Therapy - January 2001 to February 2003

Clerical, greeting patients, answering incoming phone calls

- Keeping all visits updated with authorization through insurance
- Insurance verification
- Scheduled appointments
- Filing

Assistant

Fisher Imaging - July 1999 to January 2000

Supplied doctors with new and upcoming information on products

- Received incoming calls and messages

Receptionist

Metro Brokers - February 1998 to May 1999

Scheduled showings for homes

- Answered multi-line phones, Filing

EDUCATION

Early Childhood Classes, Computer Classes

Front Range Community College - Westminster, CO

2011 to 2013

Horizon High School - Thornton, CO

2000

ADDITIONAL INFORMATION

QUALIFICATIONS

I am an outgoing individual who works well with others in a fast paced environment. I have multi-tasking abilities to achieve the task(s) at hand. I am a team player and enjoy challenges in acquiring new knowledge and skills.

- Microsoft Word 10 and 12, typing (55 wpm) Power Point, Excel
- Windows operating system XP,8,7, Android jelly bean OS