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# Kathryne Lynn Monk-Gunby

229 Old Church Road, Athens, GA 30601 - [kitkat8102@yahoo.com](mailto:kitkat8102@yahoo.com) - 706-410-4301

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## SUMMARY

I am searching for a company to join where I can become a valuable asset to them and move up within the company.

## EXPERIENCE

### Medical Assistant/Receptionist, Family Dermatology

Athens, GA --- 2006-2014

Assisted multiple physicians during exams and surgeries including mohs, collect patient history, performed minor procedures, answered patient questions regarding medication, insurance, etc., prepared exam rooms and surgical trays, answered multi-line phones, collected moneys, posted payments, prepared end of the day reports, made bank deposits, trained new employees, scheduled appointments, ordered supplies, kept inventory, sterilize instruments.

### Receptionist, Joyce Thomas, M.D.

Athens, GA --- 2005-2006

Checked patients in and out, collected patient information, answered multi-line phones, collected moneys, posted payments, prepared for the next day, made bank deposits, verified insurance, prepared documents, scheduled appointments, sterilized instruments..

### Medical Assistant, Keller, Crymes, & DeMarco, LLC

Athens, Ga --- 2004-2005

Assisted multiple physicians during exams and surgeries, collected patient history, prepared exam rooms, handled patient messages, pulled charts for next day, traveled with physicians to satellite offices, collected moneys, answered phones, scheduled appointments.

## SKILLS

Computer, communication, listening, self-control, administration, medical assistant, monetary collections, scheduling, training, updating files, team player, patience, documentation, accountable, dedicated, hardworking, teachable, loyal, dependable, deals with difficult people, desire to learn, good attitude, friendly, supervising, sense of humor, team player, clerical, email, filing, internet.

Current with OSHA training along with HIPPA privacy and security rules.

## REFERENCES

### Lauren Whalen, M.D.

440-724-8327

### Cindy Skinner

678-234-8038

### Lisa West

706-338-1294

### Melanie Hill-Stevens

706-340-1372

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