

Jaime Sklenar

Office Professional looking for the right fit

Thornton, CO 80229

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Analytical, energetic, and detail-oriented employee with broad experience in business; including organization, human resources, collections, and technology software platforms. Excellent verbal and written communication skills with a focus on internal and external customer centered solutions.

Authorized to work in the US for any employer

Work Experience

Business Office Assistant/Medicaid Coordinator

The Villas at Sunny Acres - Thornton, CO

May 2023 to Present

- Responsible for performing Medicaid Screenings for financial qualifications, as well as private pay screenings to help admissions admit or deny referrals to the facility.
- I worked with families and residents to ensure payments were set up for their continued care at the facility.
- Billed Colorado Medicaid and Managed Care companies and successfully applied the payments to the proper accounts.
- Managed Medicaid Pending accounts including long term care application submission, document follow up, financial analysis, and advising residents and families on Medicaid Guidelines for income/income limits, trusts, burial policies, and resource allowance.
- Calculated monthly Patient Liability amounts based upon total income received.
- Filed admission and discharge paperwork with Express Eligibility Connections, our contact on behalf of Adams County.
- Followed up with the Social Services Team regarding resident needs, application status, long term care continued stay review requests and certifications.
- Worked with the Social Services Team on spend down requirements for long term care Residents who were over or close to the resource allowance in their Personal Needs Account with the facility.
- Collected payments for our Long Term, Skilled Nursing, Assisted and Independent Living residents.
- Analyzed current resident Medicaid accounts for status of their Medicaid payments and billing errors.

Office Coordinator/Research and Team Support

Bayne Consulting & Search, Inc. - Louisville, CO

September 2021 to April 2023

- Responsible for maintaining a database of over 100,000 candidates and clients.
- Input potential candidates from various research methods.
- Used Boolean Logic to find potential candidates based upon Client requirements.
- Key Point of Contact for most office technical issues and reporting/resolving with a third party IT company.
- Organized Lunch and Learn opportunities for the recruiters.

- Created social media posts for the company on Holidays as well as regarding corporate milestones and speaking engagements.
- Did additional work for The Rocky Mountain Association of Recruiters as needed for the President including but not limited to marketing events using Constant Contact and WordPress, creating “swag” bags for new members and purchasing and designing notebooks and labels for speaking events.

Administrative Assistant

Fairmount Fire Protection District - Golden, CO

March 2020 to August 2021

- Enter invoices into Quickbooks
- Answer all incoming calls, and route them to the proper department
- Create training videos
- Record EMS protocols for Division Chief of EMS and Training
- Take meeting minutes for all staff, Board, and performance review meetings
- Create tracking spreadsheets for EMS and COVID inventory
- Various projects as assigned by Officers, and Office Manager.

Insurance Authorization Specialist

SCLHealth - Broomfield, CO

September 2016 to March 2020

- Insurance Authorization for multiple departments
- Preregistration and Scheduling inbound and outbound
- Procedure Estimates and calculations for prompt pay discounts
- Payment Collections
- Google Guide, Ignite Team, Viewpoint Committee
- EPIC Software testing for software launch
- Workflow Analyzation assist
- New Hire Trainer

Collections Specialist for Department of Education Sub Contract

Virtuoso Sourcing Group - Glendale, CO

March 2014 to September 2016

- Pull and analyze reports on varying aspects of the contract
- Answer calls quickly and efficiently both internally and externally
- Accurately and quickly analyze accounts and the required information needed
- Work with a team of Subcontract Servicers to reach company goals and quotas
- Data entry
- Help to create trainings for new procedures in Microsoft Office

Tax Resolution Associate

Advanced Tax Solutions, CPA, PC - Denver, CO

November 2012 to February 2014

- Answer incoming calls and acquiring new clients via provided script
- Transcribing Voice Mail for CPA's
- Meet with clients to go over information needed for Financial Analysis submitted to the IRS per IRS standards
- Schedule meetings for 3 CPAs, and manage conference room space for all CPAs.
- Tax return preparation for CPA review

- Preparing audits for clients and CPA's to submit to the IRS per IRS standards
- Manage client deadlines
- Review and manage correspondence from the IRS in the form of notices, account statements, and wage and income transcripts.

Merchandising Execution Associate and Admin Assistant

The Home Depot - Honolulu, HI

October 2011 to November 2012

- Merchandising Product within the Store
- Data Entry
- Schedule flights and interviews for the Merchandising Execution Manager
- Take notes during morning meetings
- Track and file time off requests and payroll discrepancies
- Maintain spreadsheets to track team performance and workload by category

Education

Some College in Computer Science

Red Rocks Community College - Lakewood, CO

August 2014 to May 2015

Bachelor's in Marketing

Metropolitan State University of Denver - Denver, CO

August 2005 to December 2009

Diploma

Ralston Valley High School

2005

Skills

- Google Docs
- Microsoft Office
- Data Entry
- Customer Service
- Call Center
- Multi-line Phone Systems
- Training & Development
- QuickBooks
- Collections
- Administrative Experience
- Content Creation
- Software Testing
- Google Suite

Certifications and Licenses

Certified Notary Public

May 2020 to May 2024