

Judy Boulanger

Open to do many different things.

Milliken, CO 80543

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Dedicated Office and safety management and background in healthcare professional, supporting large and small companies with diverse needs and challenges. Hands-on professional with proven ability to establish systems and procedures to ensure smooth and efficient operations.

Willing to relocate to: Greeley, CO - Milliken, CO - Johnstown, CO

Authorized to work in the US for any employer

Work Experience

Transportation Administrative

Redi Services - Platteville, CO

November 2022 to April 2023

Transportation responsibilities- dispatching, scheduling. Incoming calls, SAFTEY procedures, data entry, inventory, customer service, yard checks. Tracking equipment.

Personal Needs Administrative

Bridging Family LLC - Greeley, CO

December 2021 to January 2023

Receptionist/ PN administration- Data Entry, Filing, personal needs entry (Receipts into QB for personal needs accounts for individuals.) Customer service.

Office Assistant

Freedom drilling services (Oil Field) - Greeley, CO

September 2020 to December 2021

Quick books

New Hire paper work

Invoices

Customer service

Scheduling

Pay Roll

Sales

Safety management

Externship/Medical Assistant/ Slimdown4life

Slimdown4life - Greenwood Village, CO

March 2018 to April 2020

Intake Patient forms, patient data input, Appointment scheduling, Vitals when needed, customer service, packing orders such as diet supplements and dietary supplements, mayo set ups, injections, chief complaints, bedside assistance, nutrition coaching, computers, Sanitation, Cryotherapy.

DCI Lead/Dispatcher/Accounts Payable

Mclane

June 2014 to May 2019

Fielding all incoming calls, dispatch drivers, take calls from drivers while on route, input driver logs, Tracking drivers while on route and watching their hours, Manage mileage for billing, Audit drivers, Separate load lists for inbound trucks

Security Officer/behavior health tech

HSS/ Lutheran hospital - Wheat Ridge, CO

2013 to December 2018

on call)

- Escorts, Patrol 96 acres, building lock-up, lock-downs during threatening situations, Responsible for locking up patient's valuables and returning them when discharged, Transported/Release bodies to the morgue, Surveillance, Perform take-downs when patient's or guests become violent, assisting so they don't harm themselves or others
- EMR

Education

Associate in Medical Assistant

Concorde Career College - Aurora, CO

December 2017 to December 2018

Skills

- EMR
- Injections
- Vital Signs
- Epic
- Patient Care
- EKG
- Filing
- Medical Records
- Microsoft Word
- Scheduling
- Venipuncture
- EHR
- Billing
- Clerical
- Data Entry
- Inventory
- MS Office
- Receptionist

- Sales
- Word
- training
- Customer Service
- Medical Terminology
- Organizational Skills
- Time Management
- Outlook
- Quickbooks
- Excel
- accounting
- Microsoft Office
- Phlebotomy
- Laboratory Experience
- Medical Office Experience
- Medical Scheduling
- Insurance Verification
- Hospital Experience
- Medical Billing
- Security
- HIPAA
- Phone Etiquette
- Triage
- Transcription
- Office Management
- Medical Coding
- Anatomy Knowledge
- Nursing
- Microsoft Powerpoint
- Physiology Knowledge
- Computer Operation
- ICD-10
- Computer Skills
- Microsoft Excel
- Documentation review
- Discharge planning
- Microsoft Outlook
- Accounts payable (5 years)
- Accounts receivable (5 years)
- General ledger reconciliation

- Front desk
- Microsoft Office
- Filing
- Customer service
- Administrative experience
- Phone etiquette
- Organizational skills
- QuickBooks
- Microsoft Outlook
- Computer skills
- Typing
- Medical terminology
- Google Docs
- EMR systems
- Vital signs
- Accounts receivable
- Hospitality
- Dietary aide experience
- Cash handling
- Restaurant experience
- Hospital experience
- Phlebotomy
- Medical records
- Retail sales
- Medical coding
- Epic
- Leadership
- Sales
- Accounts payable
- HIPAA
- Balance sheet reconciliation
- Experience working with students
- Driving
- Accounting
- Host/hostess experience
- Guest services
- Clerical experience
- Bookkeeping

Awards

High honors

December 2019

High honors and lamp lighter in college

Certifications and Licenses

CPR Certification

First Aid Certification

Certified Medical Assistant

Assessments

Customer service — Proficient

July 2020

Identifying and resolving common customer issues

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

Microsoft Office Wound care Injections
Mayo tray set up Sim charts Chief complaints
Bedside assistance Lab set up Vital signs
Auto clave EKGs Hematocrit/Hemoglobin
Casting Phlebotomy Surgery pre and assist
Quickbooks.