

KAITLYNE CRECELIUS

CONTACT ●

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(970) 305-7207

CAREER OBJECTIVE

Efficient professional with 8 years of experience and proven knowledge of administrative support, data entry, and customer service. Aiming to leverage my skills to successfully fill the role at your company.

● PROFESSIONAL EXPERIENCE

EDUCATION

INSTITUTE OF BUSINESS & MEDICAL CAREERS

Fort Collins, CO

Associate in Business Business Administration & Accounting
(Oct 2011)

CENTRAL HIGH SCHOOL

Cheyenne, WY

High School Diploma (Jun 2007)

ADDITIONAL SKILLS

Efficient in Microsoft Programs

Efficient in Quickbook

Organized

Great Communicator

Proficient at Computer Typing

Fast Learner

Self Starter

Team Player

Patient Access Specialist

UCHealth, Cheyenne, WY / Aug 2022 – Current

- Schedule appointments via Epic.
- Answer telephones to direct calls or provide information.
- Greet visitors, ascertain purpose of visit, and direct them to appropriate staff.
- Collect deposits, payments or fees.
- Maintain medical records.

Intake Coordinator & Office Manager

Good Samaritan Home Care, Loveland, CO / Jan 2021 – Aug 2022

- Receive and review Home Care referrals via Epic, Allscripts, NaviHealth, email and fax.
- Create, maintain, and enter patient information into databases.
- Schedule patient initial medical consultations.
- Complete insurance authorizations.
- Transmit correspondence or medical records by mail, e-mail, or fax.
- Receive and route messages or documents, such as laboratory results, to appropriate staff.
- Perform various clerical or administrative functions, such as ordering and maintaining an inventory of supplies.
- Maintain medical records.
- Collect and submit vendor invoices for payment.
- Answer telephones and direct calls to appropriate staff.
- Develop relationships with referral sources.

Accounting & Office Assistant

Balance Point Heating & Air Conditioning, Loveland, CO / Feb 2019 – Oct 2020

- Operate accounting software to record, store, and analyze information.
- Receive, and record, cash, checks, and credit card transactions.
- Code documents according to company procedures.

- Calculate, prepare, and issue invoices for the commercial department.
- Prepare purchase orders and expense reports.
- Compile employee time data from time sheets and other records
- Record information about the financial status of customers and status of collection efforts.
- Locate and notify customers of delinquent accounts by mail, and telephone to solicit payment.
- Arrange for debt repayment or establish repayment schedules.
- Answer customer questions regarding problems with their accounts.
- Prepare, submit and submit payment for building permits.
- Prepare job costs.
- Provide clerical support to other departments.
- Answer phone calls and direct calls to appropriate parties or take messages.
- Perform general office duties, such as filing, answering telephones, and handling routine correspondence.

Office Manager

Lindgren Landscape & Irrigation, Fort Collins, CO / Mar 2016 – Dec 2019

- Serve as a link between management and employees by handling questions, and helping resolve work-related problems.
- Conduct new employee orientation and file appropriate documents with federal and state agencies.
- Recruit, phone interview and select applicants to move on to the second interview.
- Coordinate maintenance and repair of office machinery, equipment, and company phones.
- Plan, direct, or coordinate the work activities
- Manage paid time off, and benefit eligibility.
- Distribute health insurance, retirement, paid time off, termination documents
- Assist with damage claims and repair scheduling of customers properties or business property.
- Create and maintain relationships with community programs.
- Maintain employee accuracy in auto, health, and life insurance policy by adding or removing employees.
- Renew and maintain auto registration and documentation.
- Send out weekly time cards to employees for approval and send corrections to managers.
- Apply for WOTC tax credits.
- Carry out projects with verbal, or written instructions.
- Accounts payable.
- Coordinate schedules, and travel agenda.

● **REFERENCES**

CINDY OTENBERGER,
(970) 391-9033 - Coworker

Chris Gall,
(904) 813-8669 - Former Manager

AMI LINDGREN,

