

Laura Michelle Vernon

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720-225-8729

Professional Summary

Outgoing Assistant Managerial experience, offering superb customer service, proficiency and passion for exceeding sales goals. Result-oriented, specializing in Retail and Wholesale. Unique ability to relate to diverse clients.

Skills

Microsoft Word

Microsoft Excel

Medical Billing programs

Auto dial experience

Bilingual

Experience

Lead Custodian-Terumo BCT

Mar 2019-Aug 2021

Excel word documents to organize jobs tasks to be completed and signed

Maintain facility

Inventory of cleaning supplies

Supervision of completed jobs

Overview of employees and tasks completed

Sanitizing and disinfecting of facility to ensure no one is exposed to covid

Disposing of all material and office supplies to avoid covid exposure

Assistant Store Manager- NAPA Auto Parts

Oct 2016- April 2018, Denver Co

Provide customer service by greeting and assisting customers, and responding to customer inquiries and complaints.

Sales and Marketing

Perform work activities, such as cleaning and organizing shelves and displays and merchandise

Close cash register and accounts for the day

Provide team and managerial assistance to a team of 10 employees

Banker- TCF Bank

Jan 2015-Oct 2016, Lafayette, Co

Determine customers financial needs and prepare proposals

Opened up new personal and business accounts

Handled money transactions

Account troubleshooting and customer service

Medical Billing-HealthCare Outsourcing

June 2013-Nov 2014, Denver, Co

Schedule and confirm patient diagnostic appointments, surgeries, or medical consultations

Operate office equipment

Prepare Reports, invoices, financial statements, letters, case histories,

Bill Health insurance and work with various health insurance companies to resolve any billing problems, handle claims

Handle multiple billing accounts and close any outstanding debts

Receptionist-Bar None Automotive

Mar2005-Jan2007

Operate telephone switchboard to answer, screen, or forward calls, providing information, taking messages, or scheduling appointments.

Education

GED: High school diploma CollegeAmerica G.E.D graduate

Professional References:

Mia Vega

720-481-4930

Linda Hernandez

720-577-8165