

MICHELLE UTHOFF

1764 S. Garfield St. ♦ Denver, Colorado 80210 ♦ (303) 303-921-6263 ♦ muthoff1819@yahoo.com

Summary of Qualifications:

Ms. Uthoff has over 18 years combined of direct client care and support working as a clinician and in the Human Resources field. Payroll, Recruiting, Work Comp, Benefits, Training and Implementing Employee Programs, while maintaining and building networks, establishing a great rapport, helping people feel heard, and working with integrity are just a few of Michelle's strengths.

- Excellent organizational skills with the ability to multitask and delegate priority of tasks.
- Experienced in documenting all services adhering to complete client confidentiality (HIPAA) and assessing progress.
- Experienced in all aspects of recruiting, onboarding, payroll and insurance billing.
- Experience with compliance, employment law, and documentation processes.
- Communicates professionally, and effectively, with all levels and departments within the organization and in conjunction with a variety of referral networks.
- Experienced working effectively with clients from diverse populations and knowledge of advancing workplace inclusivity.
- COVID-19 in the Workplace Trained and Certified- JJ Keller 4/2020

Direct Professional Experience:

St. Mary's Academy

October 2021- present

Human Resources/Payroll Specialist

- Maintained, updated and improved current payroll system. (Paylocity)
- Processed monthly payroll
- Assisted with any benefit questions and concerns for FSA, HSA 403b, medical insurance, dental and vision plans. Working with various benefits service providers, running reports, administering plans, including open enrollment and processing COBRA qualifying events.
- Collected necessary documentation and processed FMLA and worker's compensation cases, as well as terminations and COBRA.
- Onboarded all prospective employees, conducted background checks and collecting all necessary documentation.

HORNE LLP

March 2021-July 2021

Funding Analyst - State of Colorado-Emergency Housing Assistance Program (contract position)

- Ensures all program files are accurate and correct.
- Assists Applicants and Vendors/Landlords with the Emergency Housing Assistance Program and program objectives.
- Formulates a budget for funding based on applicant needs and program eligibility criteria.
- Responsible for program processes from start to finish and communicates clearly and actively with applicants and landlords/vendors as representative of the State of Colorado- Division of Local Affairs.

Ready To Work Aurora/Bridge House- Aurora, CO
Human Resource Specialist

December 2018- Sept 2020

- Processes bi-weekly payroll and assists in troubleshooting any issues within the pay period
- Manages all aspects of the recruiting process- including implementing all job posting, identifying viable candidates, scheduling and conducting interviews, and presenting offers of employment- to meet hiring goals across the organization.
- Assists with any benefit questions and concerns. Working with benefits service provider to help manage selection of benefits packages and open enrollment process. Administer plans, including renewal documents and processing COBRA qualifying events.
- Processes all Workers Compensation claims, managing relationship with adjuster, including annual audit and safety guidelines.
- Assists with disciplinary process, keeping organization compliant and in guidance of state law.
- Responsible for trainings and workshops for all employees (Safety, Sexual Harassment)
- Networks with various City/County/State Judges and or Attorney Generals to help lower garnishments of employees while in the program.
- Tracks employees' savings program within excel. Manages all aspects of savings program.
- Initiated networks with local banks, scholarship services at Community Colleges of Denver, and Parenthood Program with City and County of Denver.
- Responsible for IT troubleshooting, setting up new accounts, emails.

Colorado Access- Aurora, CO
Eligibility Care Manager (contract position)

July 2018-December 2018

- Identify, Research, and Assist with troubleshooting current client eligibility issues
- Maintain and update client and Case Manager data.
- Contact Clients regarding Medicaid application processes and eligibility
- Contact Providers to discharge services and/or initiate services
- Answer questions pertaining to eligibility of SEP (Single Entry Point) Agencies.

Denver Acupuncture Clinic – Denver, CO

August 2002 – August 2018

Owner, Office Manager, Lead Acupuncturist – Denver Acupuncture Clinic

- Managed all operations for a small business including marketing, therapies, appointments, medical claims, and accounting for over 16 years.
- Marketed a business for 16 years, developed company website.
- Speaker at Colorado Health Fraud Conference in 2006. Representing Acupuncture in Colorado.
- Author of Newsletters on Sports Acupuncture and The Role of Traditional Chinese Medicine in Chemotherapy and HIV/AIDS.

Southwest Acupuncture College- Boulder, CO

April 2016- May 2017

Clinic Supervisor – PTSD Clinic
Associate Professor- Pediatrics and Acupuncture

Acupuncture and Allergy Clinic - Denver, CO

August 2002- August 2004

Office Manager, Patient Care Coordinator

- Built rapport and cooperative relationship with Patients and Doctor.
- Increased Doctor's receivables by 38% due to timely claims processing.
- Coordinated marketing activities for the owner's practice to help increase revenue.
- Processed Medical Claims for payment and verified eligibility for Doctors patients

Technical Skills:

General: MS Office, Word, Excel, HRIS, Paylocity, Google Docs/Drive, Outlook, Optum, Epic,

Standards:

ICD-9, ICD-10, HIPAA (Policy, Privacy, Compliance and Procedures)

Education:

- Bachelor Degree (Psychology), University of Colorado- Boulder
- Master Degree (Masters of Science) Southwest Acupuncture College

Licenses/Certifications:

Acupuncture License #834, State of Colorado- renewal with DORA expires 12/2022
CPR certified, Certified in numerous PTSD programs.

Professional Membership:

Society for Human Resource Management (SHRM) – active professional member.

Volunteer Experience:

President and Founder of Fordham University's AIDS Awareness Program 1992
Outreach Volunteer with Momentum Project 1992-1994
Volunteer with Colorado AIDS Project, Boulder County AIDS Project