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Objective: To obtain an interesting position with a growing company.

Summary: Seeking a challenging position in which I could use my skills to the best of my ability.

Experience: Pharmerca pharmacy
Census I Associate **April 2019 to Feb 2020**
Worked daily with various health care facilities across the nation. Processing insurance, making sure individuals demographics were correct. Contacting the business off managers daily to get important information for running a full health benefits investigations to get the best possible coverage for our clients. I used excel on a daily basis, the company's software and state and federal software to obtain important information for every patient in the facilities.

General Electric Rapid city SD
Case Manager **January 2016 to March 19**
Worked daily with the public in an inbound call center highest management in the company , helped consumers with any questions or concerns regarding the company's products, troubleshooting over the phone, setting up appointments for repairs, did approvals for replacement products or monetary reimbursements at the highest level of the escalation department within the company

Pioneer Credit Counseling Rapid City SD
Client Care Representative **September 2015 to January 2016**
Worked with clients on a daily basis, counseling on credit issues. structured and helped maintain clients FICO score,.
Responsible for client's payments to creditors on a daily basis.
Structured and help maintain a budget best fit for the client.
Heard and resolved complaints from customers and major credit card Companies. Taking payments from the clients debt consolidation program
Speaking with major credit card company top officials on a daily basis, setting up payment plans with in the company that will best suit the client and the company's best interest.

Bair Ford Martin SD
Parts Department **October 2014 to September 2015**

daily operations of assisting the Ford Techs with parts.
Transmitted information and documents to customers, using computer, and a facsimile machine.
Filed and maintained records.
Was instrumental in creating a new inventory control system.
Heard and resolved complaints from customers and the public.
Analyzed data to determine answers to questions from customers and members of the public.
Greeted persons entering establishment, determined nature and purpose of visit and directed and escorted them to specific destinations.
Successfully handled all the bulk oil and other reserves needed for repairing vehicle
Structured and maintained a great work environment for the Ford techs and customers
Took orders for merchandise and materials and sent them to the proper departments to be filled.
Responsible for order of the proper Ford part for each vehicle

Boot Barn Rapid City SD
Inventory Specialist September 2013 to October 2014

Filed and maintained records.
Analyzed data to determine answers to questions from customers and members of the public.
Supervised and managed the inventory department for Boot Barn store 076
Structured and maintained the inventory up to Boot barn standards.
Sold western Clothing and boots to customers , and also worked the sales floor.
Took orders for merchandise and materials and sent them to the proper departments to be filled.
Purchased and maintained the inventory on the sales floor.

Southeast Community College Lincoln NE
Registration Clerk / Data Entry January 2010 to September 2013

Filed and maintained records.
Enrolled students for semester classes.
Greeted and answered questions for the Enrollment department.

Analyzed data to determine answers to questions from customers and members of the public.
Greeted persons entering establishment, determined nature and purpose of visit and directed and escorted them to specific destinations.
Provided information about establishment, such as location of departments and offices, employees within the organization and services provided.
Scheduled space and equipment for special programs and prepared lists of participants.

Enrolled individuals to participate in programs and notified them of their acceptance.

Oglala Sioux Tribe Pine Ridge SD
Data Entry / Bookkeeper August 2006 to December 2009

Performed business bookkeeping services.
Maintained inventory records.
Received, recorded, and banked cash, checks, and vouchers.
Calculated and prepared checks for utilities, taxes, and other payments.
Executed daily operations of keeping the office in order.
Calculated and prepared checks for utilities, taxes, and other payments.
Supervised successfully handled 8 employees, scheduled work hours, resolved conflicts, determined salaries.
Calculated, prepared, and issued bills, invoices, account statements, and other financial statements according to established procedures.
Operated 10-key calculators, typewriters, and copy machines to perform calculations and produce documents.
Accessed computerized financial information to answer general questions as well as those related to specific accounts.
Prepared and presented audit at District meetings.
Prepared and processed more than fifty checks and day.

Oglala Sioux Tribe Pine Ridge Sd
Reconciliations Clerk January 2000 to May2006

Posted compiled information in general ledgers.
Used calculators and computers.
Was instrumental in reconstruction of lost data.
Successfully handled the bank statements of the Oglala Sioux Tribe.

Education: Black Hills State University Rapid City SD
Business Administration and Accounting

Southeast Community College Lincoln NE
Business Administration and Accounting

Little Wound high School Kyle SD
High school 1995

References: Available upon request