

Stacey Barodte

Executive Assistant - Hillin Corporation

Fort Collins, CO

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720.401.8904

Experienced administrative professional seeking a position that will allow me to increase my knowledge and experience. I would like to join a team within a growth oriented company where opportunities to advance are an expression of ~~~~~~ quality performance.

Willing to relocate: Anywhere

Work Experience

Executive Assistant

Hillin Corporation

November 2017 to Present

Executive Assistant for a busy fast paced demolition company duties that include but are not limited to; scheduling, responding to and receiving emails, phone calls and faxes,

compiling billing information, data entry, maintaining calendar's, filing, assisting in obtaining permits,

- Responsible for corresponding with the clients and scheduling site walks, meetings and obtaining bid information and drawings.

- Managing personal calendars for project managers and the president of the company, scheduling and setting up meetings with clients and departments.

- Corresponding with project managers and the state for timely permitting

- Maintaining collecting and filing all contract information and drawings.

- Creating binders specific to each job site with contract information, safety information ect.

- Assisted in the on boarding new hires

Office Manager/Executive Administrative Assistant

Integrated Safety Services

November 2015 to November 2017

Office manager for a busy fire safety company with administrative duties that include but are not limited to; compiling compliance binders for hospital fire safety assessments

(monthly, quarterly, semi-annually, and annually), preparation of inspection reports,

template creation and distribution, initial inbound calls regarding billing, running and organization of all office supplies and needs

- Responsible for receiving all payment information, and preparation for invoicing

- Technician licensing at the state level for internal employees, as well as general contract licensures

- Customer service for external customers, and internal employees

- Notarizing company and payment documents.

- Obtaining signatures and organization of accepted proposals and permits.

Insurance Billing Representative

Revenue Enterprises

December 2014 to November 2015

- Obtain Claim Status via the Telephone, Internet and/or Fax
- Review and Interpret Contractual Terms for Managed Care, Commercial, Medicare, Medicaid and Workers' Compensation
- Obtain Supporting Documentation Regarding Insurance Follow-up Efforts
- Identify Contractual and Administrative Adjustments
- Billing via Electronic and Hardcopy Submission

Office Manager

Maxx Auto Recovery

October 2014 to December 2014

- Answer multi-line phones /customer support
- Assisted with managing the monitoring division
- Dispatch drivers
- Completed title work and bill of sale on vehicles for purchase
- Released vehicles from impound
- Created and processed invoices
- Balance and prepare deposits

Unemployment Representative

Employers Unity

November 2013 to October 2014

- Compile, and prepare written responses to unemployment claims.
- Process unemployment claims in a timely manner.
- Participate in hearings by phone.
- Maintain unemployment files and costs of claims.
- Partner with key personnel on the documentation for unemployment claims.
- Respond to calls from various government agencies.

Insurance Processor & Customer Service Representative

Colorado Insurance

June 2013 to November 2013

- Answered and initiated inbound/outbound phone calls and emails to clients and insurance providers in order to obtain information on claims & policies.
 - Carried out a multitude of Insurance Administrative tasks; including modifying, updating, and processing existing policies to reflect any change in beneficiary, amount of coverage, or type of insurance.
 - Make calls to insurance companies for per authorization and billing clarification.
- Collect and process initial premiums and existing client policy payments.

Medical Office Administrative Assistant

Westminster Family Practice

February 2011 to September 2011

Answered incoming multi-line calls, scheduled appointments, and assisted with Patient check-in/out procedures.

- Recorded vitals, implemented venipuncture, and executed Patient injections.
- Maintained, recorded, and charted Patient EMR (Electronic Medical Records).

Medical Assistant

DPM PC

June 2009 to February 2011

- Assisted multiple Doctors with medical transcription and dictation.
- Traveled to assisted living facilities and aided with Patient preparation and dressing changes.
- Assisted Patient s diagnosed with Alzheimer's and dementia.

Education

Certification

Pima Medical Institute

2007 to 2008

Skills

autoclave (Less than 1 year), billing (3 years), Customer service (2 years), RECEPTIONIST (2 years), RETAIL SALES (2 years), Outlook, Office Management

Certifications/Licenses

Driver's License

Additional Information

Skill Set

- A positive attitude toward finding win/win resolution in any situation.
- Customer Service focused.
- Proficient in Microsoft Office products.
- HIPAA and OSHA trained.
- CPR/BLS and First-Aid certifications obtained.
- Trained in medical billing and diagnostic coding.
- Experience with pre-certification, pre-authorization, and insurance verification processes.
- Educated in sterilization techniques including autoclave operation.
- Experience with Pediatrics, Obstetrics, and Gynecology.