

Tristan Bartko

2450 Airport Road (A201)
Longmont, CO 80503
(720) 579-4110
bartko.tristan@gmail.com

Multiple years experience in customer service, excellent multitasker, and able to work well under pressure. Willing to work in many different environments and adapts to change easily. High energy and outgoing with a dedication to working hard and doing the job right.

EXPERIENCE

Bonded Collection Services — Healthcare Resource Management Representative, Accounts Receivable

JUNE 2019 - CURRENT

Manage patient medical billing accounts by setting payment arrangements, processing payments, and assisting members through inbound and outbound calls in a professional office environment. Data entry work to ensure accurate patient accounts. Work in line with client expectations and company standards, while keeping compliant with HIPAA and the TCPA of 1991.

Village Inn Restaurants — Restaurant Supervisor, Certified Trainer, Office Administrator, Server

DECEMBER 2015 - JULY 2019

Train floor staff based on corporate expectations in guest service, safety, customer service skills relating to the workplace, food handling safety, etc. Answer guest questions and resolve issues and/or complaints. Deliver exceptional, fast, quality service.

EDUCATION

Niwot High School, Niwot, CO — Diploma Received 2018

AUGUST 2014 - MAY 2018

Graduated with a cumulative GPA of 3.4

Colorado State University, Fort Collins, CO — Neuroscience

AUGUST 2018 - DECEMBER 2018

SKILLS

Proficient in Office Suite, Epic Hyperspace, and Adobe Creative Suite

Ability to provide excellent customer service

Excellent cash handling/management abilities

Superior organizational skills

AWARDS

Honor Roll Niwot High School 2014-2018

Academic Letter Niwot High School (GPA 3.75+)

Varsity Letter Niwot High School, Fine Arts

Partner of the Quarter Starbucks Coffee Company, January 2019

References Available Upon Request

