

Emmi Geiger
Windsor, Colorado
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717-688-4433

To whom it may concern,

Why office support and data entry? Genuinely, I feel like I am a part of a bigger picture; one where my role is to help others who rely on me by doing my job well. As data entry is highly reliant on accuracy, you can be sure my work will be consistent, accurate, and thorough. I find organizing, and data entry cathartic and I feel accomplished when I can do my job accurately. This position allows me to tangibly observe how well I am doing, which means I can see my success and that works for me.

I have 15 years total experience doing this kind of work and today I am at a place where I am searching for a position with long term stability. I am eager to learn more about the team and see how I can contribute to the success of the department. I look forward to hearing back on a date for an interview. I can be reached via email: emmi.geiger@gmail.com or via telephone at 717-688-4433

Thank you for your time
Emmi Geiger

Emmi Geiger Windsor, Colorado | 717-688-4433 | emmi.geiger@gmail.com |

QUALIFICATIONS SUMMARY

- 10 years experience in an office environment. I performed various office duties, including filing, data entry, employee scheduling, HR, payroll, incoming and outgoing mail as well as reception.
- 5 years' experience with medical record filing. I performed document preparation and indexing of medical records. As well as auditing results for image quality and accuracy.
- 2 years' experience with document scanning. I converted paper files into digital format and developed a proficiency in assembling and maintaining complete medical records meeting expectations for accuracy and timeliness by validating scanned documents in the database to eradicate record errors.
- Formal training via coursework in Medical Terminology, human anatomy and Biology from 2014 to 2017.

EDUCATION

JP McCaskey High School, HS Diploma 1997, Lancaster Pennsylvania

Harrisburg Area Community College, September 2014 to June 2017, Gettysburg, Pennsylvania.

TRAINING

Soft Skills Certification, State of Colorado, 2018, Greeley Colorado

SKILLS

Organizational skills | PC | Data Entry | Administrative Support | Filing | Spreadsheets | Medical Records Management

TECHNOLOGY

Microsoft Office Word, Excel, PowerPoint, Outlook | Microsoft Windows 2000, 7, 8 and 10 | Kodak i5000 series scanners | Records Databases and Software

WORK EXPERIENCE

Scanner Operator

06/02/2008 to 11/13/2009

Comprehensive Microfilm and Scanning services, Edwardsville, Pennsylvania

As a scanner operator, I was responsible for the timely and accurate preparation and scanning of medical and legal documents. I performed data entry and general office support in relation to my duties as a scanner operator.

- Prepared documents gathered from clients for scanning by ensuring that they were clean, readable, and separated into individual sheets. Once prepared, the documents were transferred to the scanner to be processed.
- Monitored scanning by mitigating issues that arose by fixing them timely and efficiently. For example; cleaning or performing minor maintenance on the scanner itself, and repairing or resetting the job to correct the issue encountered.

Medical Records Clerk

04/26/2006 to 05/08/2008

Hospice Community Care and Home Health, Kingston, Pennsylvania

As a medical records clerk, I was responsible for any electronic filing, data entry, mail processing, and general office support. I was responsible for ensuring all parts of the client's record were in good order. I achieved this by making sure all information was present.

- Ensured all parts of the client's record was in good order by verifying all the information needed was included and accurate. For example physician's signatures, and all medical billing and coding information.
- Reviewed and organized the paperwork collected to make sure that all pieces of a record were in the correct order so they could be properly scanned and attached to the appropriate records so they were easily accessed.

Dispatcher, Office manager**05/21/2004 to 03/25/2005***Cable Express, Lancaster, Pennsylvania*

As a Dispatcher and Office Manager, I was responsible for employee scheduling and payroll. I was also responsible for all data entry, mail processing, and general office support.

- Ensured all route work was scheduled accordingly, as well as completed in a timely manner
- Ensured the office was maintained in a professional manner, by ordering supplies, cleaning, processing mail and payroll.

OTHER WORK HISTORY**Dispatcher**, Suburban Cable, Lancaster, Pennsylvania**06/21/1997 to 02/17/2002****Customer Service**, Central Pennsylvania Communications, Lancaster, Pennsylvania**10/15/1994 to 06/17/1997**

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To whom it may concern,

I am sure you may have questions about the work gap on my resume. I hope to help provide context to that experience gap here in this letter.

In early 2010, some personal life circumstances came to head. In addition, I discovered my mother was terminally ill and needed significant direct care. During that time, I was able to make a decision that allowed me to be available and supportive of the care my mother needed. So I chose to leave the workforce to not only address personal life circumstances of my own which included health matters, but also care for my mom.

Around fall 2014, I made the decision to pursue my education to become a Lab Tech. I was excited to do that kind of work. I was able to about half-way through my courses and I had to reconsider moving forward due to financial reasons and a continued battle with health-related concerns. I balanced my time between taking care of my mother, addressing my own health concerns as well as going to school. Until, unfortunately, my mother passed in 2017, which put me in a position to relocate to Colorado.

I have since been investing in myself and my health while working with a job coach, to get me back to being able to work. Today I am grateful to say that I am eager to return. I very much enjoyed my time as a clerical specialist and after some meaningful contemplation, I am ready to return. I look forward to discussing with you my professional experience and interests in the position and the organization.

Thank you again for your time.

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