

OBJECTIVE

I am seeking a challenging position where my vast skills and experiences will be widely utilized in a creative and professional atmosphere, allowing me to expand my knowledge.

EDUCATION

3.5
Pikes Peak Community College, Colorado Springs, CO
Associates of Applied Science in Psychology, Mortuary Science Fall 2016- Present GPA

Dental Assisting, El Paso, TX *Certificate in Dental Assisting*
GPA 3.8

SKILLS/CERTIFICATIONS

- CPR Certified
- OSHA/ HIPPA trained
- Multiple phone lines
- Cash handling
- Accounts payable/ receivable
- Team player
- Creamations/Embalming
- Auto clave handling
- Appointment setting
- Prior authorizations
- Excellent communication skills
- Radiology
- Vitals
- Quick Books
- Medical transcription
- Multiple EMR systems
- Microsoft software
- AED trained
- Fast learner
- Adaptable

EMPLOYMENT HISTORY

Colorado Center of Orthopedic Excellence, Colorado springs, CO
Receptionist August 2018- May 2019

- Multiple phone lines
- Schedule appointments
- Verify insurance

Self Employed/ In home Child care October 2013- August 2018

Owner

- Responsible for 8 children (ranging in age 3 months to 15 years)
- Educational activities with fundamental learning experiences
- Meal prep and scheduling
- Appointment setting and commute
- Preschool preparation
- Accounts payable/ receivable

US Bank, Fargo, ND

Account Representative May 2012-
December 2013

- Multiple phone lines
- Balance transfers
- Account inquires
- Disputed personal accounts for customer

Avalon Funeral Home, Lafayette, CO March 1999-
November 2005

Assistant to funeral home director

1. Assisted cremations, emblamings
2. Transporting the deceased to the funeral home
3. Perpare and process death certificates and obituary
4. Assisted in planning and preperation of funerals, memorials and burrials
 - Accounts payable and reciverable