

JESSICA CLAIRE

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PROFESSIONAL SUMMARY

Detailed-oriented Accountant with effectively maintaining accurate accounting information. History working as part of financial team to manage diverse financial functions, tax management and reporting. Works closely with executive management on complex mergers and acquisitions and divestitures. Manages projects at each stage with diligent and attentive approach, carefully checking details, and testing assumptions. Skilled in training junior personnel in principles and practices. Adept at managing budgets, payroll, invoicing and all other general accounting functions. Instrumental in keeping business operations fully compliant and working within budgetary guidelines. Hardworking and driven to work quickly and effectively on projects in all types of environments.

SKILLS

- Decision Making
- Effective and Professional Communication
- Positive Team Player
- Accounting Policy and Control
- Account Reconciliation
- Document Recordkeeping
- Microsoft Office
- Judgement and Decision Making
- Processing Checks and Invoices
- Attention to Detail
- Verbal and Written Communication
- Payroll Auditing
- Financial Reporting

WORK HISTORY

06/2014 to 08/2021 **Accountant**

Alliance Aviation Services Limited – Philadelphia, PA

- Reading through the job description, I consider my experiences and skill set's might be helpful
- For the past 7 years I was employed at Crystal City ISD as the Accounts Payable
- My responsibilities there were processing checks to pay the Districts utility bills, (energy, phone, internet), Consultants, Staff and Student travel,
- Port Officials, and any other Vendors
- Keep records of the Districts budgets alongside the Business Manager
- Student transcripts / records, Bids / Proposals, answered phone calls / take messages, created PO's, filed, reconciled Credit Cards, cash outs, deposits, stop-payments, petty cash, 1099 and W-9's
- Typed documents such as correspondence memos, emails, drafts, and prepared reports weekly or monthly for the
- Trained Staff on how to enter requisitions with account numbers and guidance on specific comments for approval
- Gathered financial information, prepared documents, and closed books.
- Created budgets and forecasts for management group to meet regular accounting deadlines.

01/2002 to 02/2014 **Pediatric Medical Assistant**

Our Lady Of The Lake Regional Medical Center – Walker, LA

- Oriented and trained new staff on proper procedures and policies.
- Efficiently performed insurance verifications, pre-certifications and pre-authorization functions.
- Conducted monthly and quarterly inventory of supplies using facility cost reporting records.
- Monitored [Type] test accuracy using quality controls.
- Collaborated with medical and administrative personnel to maintain patient-focused, engaging and compassionate environment.
- Measured patient pulse oximetry.
- Prepared lab specimens for diagnostic evaluation.
- Prepared patients for X-rays, electrocardiograms, suture removal and dressing changes.
- Updated inventory, expiration and vaccine logs to maintain current tracking documentation.
- Measured patient spirometry.
- Performed clerical duties, such as word processing, data entry, answering phones and filing.
- Assisted with routine checks and diagnostic testing by collecting and processing specimens.
- Liaised with patients and addressed inquiries, appointment requests and billing questions.
- Supported duties for diagnostic and technical treatment procedures, such as setting up and operating special medical equipment and apparatus.
- Maintained detailed records of test results by entering data and patient information into computer.
- Taught patients about medications, procedures and care plan instructions.
- Implemented care and efficiency improvements to support and enhance office operations.
- Collected and documented patient medical information such as blood pressure, weight, administered vaccines reported on chart and reported to IMMTac. Verified insurance information, accepted payments
- Followed appropriate procedures to minimize patient's exposure to radiation.
- Collected and documented patient medical information such as blood pressure and weight.
- Explained procedures to patients to reduce anxieties and increase patient cooperation.
- Collected pertinent data and calculations to aid physician in interpreting results.
- Reported child abuse or endangerment to authorities
- Maintained utmost discretion (HIPPA) when dealing with sensitive topics.

05/2001 to 01/2002 **Dental Assistant**

American Dental Partners, Inc. – Nashville, TN

- Educated patients by giving oral hygiene, plaque control and postoperative instructions.
- Performed general chair-side duties for general dentistry, endo procedures and oral surgery.
- Cleaned and sanitized dental tools and equipment, straightened treatment rooms and restocked supplies to prep for next patient and maintain health and safety practices.
- Staged tray for procedures by arranging dental instruments and equipment.
- Prepared rooms for patient treatment by cleaning and sterilizing tools and equipment and setting up x-ray machines.
- Documented patient dental health information, medical history and vital signs for future reference.
- Sanitized trays, instruments and surfaces for clean dental office setting and patient safety.
- Created dental impressions used for diagnostics, opposing models and study casts to make crowns, bridges and other dental prosthetics.
- Maintained dental supply inventory by checking stock to determine inventory levels and placing and expediting orders for supplies.
- Verified proper operation of dental equipment by completing preventive maintenance, troubleshooting malfunctions and calling for repairs.
- Recorded patients' health histories, documented current symptoms and pulled up records from prior visits for dentists to view and evaluate.
- Scheduled appointments, prepared bills and received payment for dental services by completing insurance forms, verifying insurance information and maintaining records.
- Provided diagnostic information by exposing and developing radiographic studies.
- Taught patients strategies for boosting oral hygiene, controlling plaque and protecting tooth enamel from long-term damage.
- Helped dentists restore teeth by applying permanent and temporary fillings and crowns.
- Booked patient appointments and managed treatment details using MS Excel and industry-standard registration software.
- Supported dentists during procedures, assisting dental fillings, permanent and temporary crowns and sealants.
- Prepared and arranged instruments, medications and required materials for dental procedures.
- Scheduled appointments for new and existing customers, factoring in provider availability and scheduling loads.
- Assisted dentists, hygienists and other personnel by handing appropriate tools and supplies needed for procedures.
- Measured and recorded vital statistics by taking patients' blood pressure, temperature and pulse.
- Prepared and positioned patients for procedures, clipping dental napkins and placing patient safety devices.
- Sterilized rooms and prepped equipment and instruments for daily procedures.
- Educated patients on dental hygiene, pre-surgical instructions and post-surgical care.
- Took dental images following strict patient protection rules, applying lead aprons.
- Assisted dentist with paperwork and billing protocol for both routine and less common procedures.
- Assisted dentist in management of medical or dental emergencies with prompt patient scheduling and surgical support.
- Assisted dentists by passing instruments, suctioning intraoral fluids, adding water and mixing materials for fillings, casts and impressions.
- Successfully assisted dentist by performing four-handed dentistry and other chair-side duties.
- Explained treatment procedures and instructed patients on home care guidelines.
- Administered desensitizing agents by applying numbing gel to prepare patients for anesthetic injections.
- Educated patients on postoperative care and best practices for protecting dental work and boosting healing process.
- Prepared comprehensive radiological images, allowing supervisory dental staff to spot cavities, tooth decay and areas needing treatment.

EDUCATION

05/2000

Dental Certificate: Dental Assisting

San Antonio College - San Antonio, TX

05/1999

High School Diploma

Crystal City High School - Crystal City, TX