**Jack Daniel Kinne**

Berkeley, Californiabravelemming@gmail.com

**Experience**

April 2013 **Express Employment Professionals // San Leandro, California**

to PresentStaffing Consultant

Interviewed candidates on a daily basis to find a good fit between job orders and qualified candidates for a variety of industries. Built and maintained business relationships with clients and associates everyday to ensure satisfaction. Developed interview skillsets, built resumes, and developed communication strategies for candidates. Filled job positions for industrial, medical, and technical backgrounds. Managed workers compensation claims and injury reporting from start to finish.

Aug. 2012 **United Indian Health Services // Arcata, California**

to April 2013Referral Technician / Contract Health Technician / Superuser

Coded referrals to specialty providers to meet the medical needs of the patient within their insurance coverage. Determined eligibility for Contract Health, a federal program, and paid those funds out within a medical priorities framework. Also responsible for the auditing and internal tracking of those federally assigned funds. Superuser for CHS, designated first point of contact for all computer issues / IT support, as well as Beta testing all new software.

Sept. 2009 **Allied Cash Advance // Arcata, California**

to Jan. 2011Customer Service Representative

Assisted customers with payday and car title loans while being responsible for a cash drawer and safe. Charged with opening, closing, and co-running a small two person office. Filed Taxes for customers, cashed checks, issued debit cards, and gave references for debt assistance.

Nov. 2007 **Northstar at Tahoe // Truckee, California**

To May 2008 Children’s Program Administrative Coordinator

Oversight and implementation of scheduling up to 100 staff members and 20 positions for daily operation. Adjusted lesson reservations and communicated technical knowledge about Snow Sports to students and parents. Occasional ski instruction for children of ages 3 to 12.

**Education**

2008 **Northern California Training Institute // Roseville, California** Certified Emergency Medical Technician (Basic)

Certified by NREMT June 2008 as EMT – 1

2002-2006 **Humboldt University // Arcata, California**

Bachelor of Arts

With a major in English Education, Minor in Creative Writing

1997-2001 **Vintage High School // Napa, California**

High School Diploma

**References:** Please find Reference Letters attached.

**VOLUNTEER:** Adult Tutor, Humboldt Literacy Project. 2009-2011. (707) 445-3655

**MILITARY EXPERIENCE**: US Army Veteran. 19D: Cavalry Scout. Worked in the Operations section of Command.

**CORE COMPETENCIES:**

|  |  |
| --- | --- |
| Knowledge of HMOs, Medicare / Medi-Cal | Strong work ethic |
| Extensive medical terminology knowledge | Team player with positive attitude |
| Maintains strict confidentiality | Excellent client relations record |
| HIPAA compliance | Chart preparation/filing |
| Medical billing software | Strong Analytical skills |
| Windows and Linux operating knowledge | Mission Oriented |
| Extensive medical billing & coding knowledge |  |
| 64 WPM/8,900 keystrokes per min. |  |

**COMPUTER QUALIFICATIONS:**

Adobe Photoshop

Data Analytics

Diagnostics / IT Support

End User Support

Linux/Mac/Windows/Command Line Prompt

File Transfer Protocol and website creation

Experienced Beta Tester for new software