**Stacy B. Scherrer**

(425) 345-2077 | stacy787@icloud.com

**SUMMARY OF SKILLS & Related ATTRIBUTES**

A highly equipped and energetic Administrative Assistant whom performs within a variety of duties. Adept at catering to each individual/patient to create a sense of comfortability and trust for long term healthcare. Seeking an opportunity within a company that is within the industry to grow and advance.

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| * Deep ability to compile information and prepare reports | * Immense ability to schedule appointments and maintain calendars | * Organized and sufficient to scheduling and following up |

**PROFESSIONAL EXPERIENCES**

**Family Healthcare Oct 11’ to Current**

***Administrative Assistant***

* Dictates patient folder profiles and updates them accordingly
* Verifies patient insurance information with insurance companies
* Manages administrative office area, and patient exam rooms
* Input new patients and their insurances into computer databases
* Organize, copy, and update medical records
* Handles money and receives payments and co-pays
* Introduces and trains new employees
* Schedules and communicates with patients according to Doctor’s needs
* Greets patients with a warm welcome as they arrive for their appointments

**Kraft Foods May 2008 to December 2010**

***Merchandiser***

* Built and takes down seasonal displays
* Communicated with store management and employees
* Stocked and organizes shelves (back and front of location)

**Dr. Cheryl Kubisty April 2006 to May 2008**

***Receptionist***

* Greeted patients with a warm welcome upon arrival
* Organized, and copied medical records
* Sent and received faxes
* Answered multiple phone lines
* Appointment handler

**The Everett Clinic February 2005 to March 2006**

**Receptionist**

* Scheduled appointments and followed up with patients
* Received payments
* Evaluated patient insurance
* Ordered necessary supplies

**Safeway Inc. November 1994 to April 2005**

***Department Manager***

* Mentored and coach to Courtesy and Helper Clerks
* Ordered weekly merchandise and updates reports
* Built and organized displays on sales floor