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| Jamee Rice  5318 64th Ave NE, Marysville, WA 98270  425-750-5747  rice\_jamee@yahoo.com |
| **Knowledgeable, emphatic leader who passes on her skills in a diverse, challenging and dynamic environment**. |

# Experience

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| Lead Patient service Representive, The everett clinicSeptember 2019– mAY 2021  * Assesses reception learning needs and coordinates ongoing continuing education and/or training * Trusted leader and invaluable source of information * Proactive in problem solving and conflict resolution with staff and patients * Trusted liaison between departmental reception and clinical technicians. |
| Patient service Representive, The everett clinic**November 2015- September 2019**  * Greets patients and directs them to appropriate departments * Verifies patient information and insurance eligibility; collects payments * Directs patients to complete forms and processes patient-related paperwork * Performs various front-office duties in a fast-paced, customer-oriented clinical environment |
| Visual merchandiser, Navy exchange everett (Smokey Point)October 2007 – November 2015  * Create, Print and distribute signage throughout NEX Smokey Point and its 3 satellite locations * Create flyers, post-cards and sign toppers as required * Operate AES program, for reader-board at the entrance to the complex * Help with vinyl jobs, weeding and preparing to apply * Cash register operation * Stocking and front facing of merchandise set to planograms * Customer Assistance /Extended service plan (KIN) sales * Sight & Sound Part Time 25-30 Hours / October 2007 – January 2010 * Visual Merchandiser Part Time 30-35 Hours / January 2010 |

# Education

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| Diploma, lynnwood high schoolJune 1995 |
| bascic math, english and history courses, olympic community college1997Associate in Business, Everett Community CollegeEnrollment Start date-SUMMER 2021 |

# Skills

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| * Epic * Windows/Word 2016 * Outlook 2016 * Excel 2016 | * Dependable * Loyalty * Easily Adapts to change * Friendly |

# Activities

* 2013-2014 Girls Soccer Coach Fall (2), Winter (Indoor), Spring
* 2010-2012 Sewing for the Sea Cadets
* 2010-2011 Navy Exchange CEA Committee (Treasurer)
* Married 25 Years
* 3 Children
* Camping
* Crafting