

Kristi Lozano

Claremont, CA

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Authorized to work in the US for any employer

WORK EXPERIENCE

Staffing Coordinator

Pegasus - Glendale, CA - May 2015 to September 2015

Responsibilities

Process intake referrals for staffing. Coordinate and staff LVN, RN, Physical Therapists and Occupational Therapists. Insurance verification, uphold accurate system for tracking staff over a variety of shifts. Obtain daily staff requests and fill them appropriately and efficiently. Focused attention to detail

Medical Administrative Assistant

PSP, HomeHealthCare DME - Anaheim, CA - September 2013 to April 2014

Responsibilities

Set appointments for DME to be picked up and transported to warehouses for repair. Insurance verification, determine appropriate release of patients' medical records and prepare correspondence to respond to request. Coordinating the pick up and drop off times between repairman and transportation. Ensure office operating licenses were current.

Accomplishments

Helped to ensure the office and patient charts were HIPAA and OSHA compliant, ready to pass inspections and audits.

Warehouse Associate

Vista Flags - San Dimas, CA - March 2011 to October 2011

Responsibilities

Maintained and arranged proper space for incoming shipments. Report and replace defective materials prior to shipping.

Accomplishments

Quality control for custom ordered silk screened flags to be shipped locally and nationwide.

Skills Used

Ensured items were pulled, packed and properly labeled for shipments.

Administrative Assistant

MacDonald Carbide Co. - Baldwin Park, CA - September 2006 to April 2007

Responsibilities

Managed and maintained front office. Set appointments for vendors. Payroll processing and accounts payable for carbide manufacturing plant. Verified vendor accounts by reconciling monthly statements and related transactions. Pays vendors by monitoring discount opportunities; verifying federal id numbers; scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments.

Skills Used

Competency in Microsoft Office

Knowledge of payroll functions and procedures

Accuracy and efficiency when completing data entry

Judgement & decision-making skills

Time and Stress management skills

Multi-tasking skills

EDUCATION

Medical Administrative Assistant

Everest College, Ontario CA

2013 to 2014

SKILLS

Data Entry (7 years), Payment Processing (2 years), CPT & ICD 9 (1 year), Insurance Verification (1 year), Staffing Coordinator (Less than 1 year)

CERTIFICATIONS

Medical Administrative Assistant

HIPAA

January 2015 to Present

OSHA

January 2015 to Present