

Tiffany Gillespie

Registration Clerk - Outpatient Registration

Victorville, CA
tgillespie999@gmail.com - 760.686.7206

Administrative or Clerical Office Position

WORK EXPERIENCE

Registration Clerk/Outpatient Registration

Temps Unlimited - Cerritos, CA - 2013 to Present

Import Coordinator

Purchaser - Tustin, CA - 2006 to 2010

Product Merchandiser

Fairchild Sports USA - Tustin, CA - 2000 to 2006

Administrative Assistant

Fairchild Sports USA - Tustin, CA - 1998 to 2000

Accounts Payable Clerk

Fairchild Sports USA - Tustin, CA - 1996 to 1998

Escrow Clerk

Household Finance - Pomona, CA - 1993 to 1996

EDUCATION

Medical Assisting / Billing

Watterson College - West Covina, CA
1991

General Studies

Walnut High School - Walnut, CA
1989

SKILLS

Import/Export Administration, Inventory control/management, Perform Cost and Profit Analysis, Material Research, Purchase Order Processing, Customer Service, Outpatient/Inpatient Registration, Insurance Verification, Trade Shows, Credit Line Approvals, Spearheading Custom Programs

ADDITIONAL INFORMATION

Highlights of Qualifications

- Over 15 years of administrative and clerical work for a leading company.
- Strongly self-motivated, punctual, and follow directions accurately.

- Effective organizational skills.
- Responsible, reliable, and professional.