

# michele powers

Rancho Cucamonga, CA

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## WORK EXPERIENCE

### **Supervisor of Operations**

pbs - Upland, CA - September 2009 to August 2014

#### Responsibilities

Support and report directly to the owner of company maintained the medical billing office all duties include settle claims responsible for entire office duties

#### Accomplishments

Met all goals and ran office above satisfaction to include established doctors new doctors accounts and exceeded companies expectations of increased cash flow. Collection experience appeals work comp

#### Skills Used

Supported the owner in all duties and exceeded all expectations positive influence value of employees

### **supervisor account executive officer**

pbs - Upland, CA - September 2009 to August 2014

## EDUCATION

### **psychology**

Chaffey - Rancho Cucamonga, CA

1991 to 1992