# **Sherie Collins Kimble**

**SCK**

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# **HIGHLIGHT OF QUALIFICATIONS**

* HIPPA compliance
* Government Research
* Quick Learner
* Team Player
* Self-motivated
* Consistent Communication
* Reliable to complete tasks
* Organization Skills
* Documentation Skills

https://ilyladybugz/github.io/sherie-portfolio

# **EMPLOYMENT EXPERIENCE**

*Parathon, Naperville, IL* Apr 2014 – Present

**Medicare / Medicaid / Tricare / VA Analyst and Contract Specialist**

* **Parathon Revenue Software**: Serves hospitals in their predictive pricing and modeling needs
* **Team Collaboration.** to identify issues, determine current government research to better serve client needs, and resolve payment issues for revenue recovery.
* **Develop Algorithms** with working examples in Excel based on research in government policy on ever changing payment methodologies Investigate variances, document, and report findings
* **Clean Data** found online in tables and regulations. Quality check loaded data. Data entry of factors
* **Knowledge of Payment Policies** forMedicare**,** Medicaid in OR, WA, CA, AZ, ID, IL, TX, CT, MN, TN, AR, NY, OH, AL, FL, GA, KS, Tricare, TriWest, VA, Worker’s Comp in several states, and many Managed Medicare and Medicaid products
* **Proficiencies –** Excel, Word, Parathon Revenue Recovery Software

*River Rock Church, Washougal, WA* Nov 2013 – Apr 2014

**Church Administrator / Bookkeeper / Controller**

* **Database:** Designed, Imported, expanded and maintained member data including contributions, event attendance, contact points, across multiple campuses
* **Documented** constructive feedback regarding service quality to establish new policies
* **Bookkeeper** using QuickBooks. Prepped financial data to be outsourced. Controlled spending and resources. Protected and maintained employee records.
* **Proficiencies –**Power Point, Excel, Word, SQL, Photoshop, Outlook

*Faith Bible Church, Glendale, AZ* Aug 2000 – Oct 2013

**Church Administrator**

* **Effective communication.** Created websites, brochures, dashboards, for training sessions and meetings to disseminate pertinent and timely information to department leaders
* **Database:** Exported and cleaned data for import to a more robust member database. Created and protected roles for access. Created reports through SQL queries. Predicted trends. Presented findings.
* **Documented** new policies and maintained employee records.
* **Organized** and lead several teams up to 200 volunteers for various projects.
* **Technical Support.** Programmed VOIP phones. Set up a SharePoint environment for collaborative work. Created dashboards of the most desired information for each employee.
* **Proficiencies –**Power Point, Excel, Word, Publisher, Project, In Design, Photoshop, Outlook, SQL, SharePoint

**EDUCATION**

BS – Web Development Java, C++, Perl, JavaScript, PHP, SQL Python

Google Data Analytics Certificate SQL, Tableau, and R