ALLISON **SCOTT**

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**SUMMARY**

Dedicated and focused receptionist who excels at prioritizing, completing multiple tasks

Simultaneously and following through to achieve project goals. Seeking a role of increased

Responsibility and authority.

**HIGHLIGHTS**

Time management Patient charting  
Professional and mature Insurance eligibility verifications  
Strong problem solver Claims appeal procedures  
Dedicated team player Workers' compensation  
Strong interpersonal skills knowledge

**ACCOMPLISHMENTS**

Planned and executed all aspects of a major office headquarter move.  
Increased office organization by developing more efficient filing system and  
customer database protocols. Successfully planned and executed corporate  
meetings, lunches and special events for groups of 30+ employees.

**EXPERIENCE**

**12/2013 to Current Receptionist**

**Summit Orthopedics** - Saint Paul, MN

**04/2011 to 11/2013 Customers Service Rep**

**Herberger’s** - Saint Paul, MN

**EDUCATION**

**2017 Associates in Social Communications**: Communications

**Normandale Community College** - Bloomington, MN

**2008 High School Diploma**:

**Richfield High School** - Richfield, MN