

## **Resume**

Patricia Yarnell  
530 NW 23<sup>rd</sup> 401  
Portland, OR 97210  
503-545-7657

### **Education:**

*Washington High School*, Portland Oregon-field of study general, graduated 1977.

*Portland Community College*, Portland Oregon-field of study accounting, business management, writing. Completed three years toward a bachelor degree.

### **Job experience:**

Standard Insurance 1997-2010-group policy administration.

Negotiating problem solving with various businesses, claims/billing systems, renewal underwriting multiple coverages, billing/collecting rules and regulations, bankruptcy experience, dental record admin, multi payor system experience, Insurance billing, dental claims and other insurance claims experience, system work, mentoring, training, data entry 40 +, ten key, insurance/billing coding, administrating contracts for the life cycle. Phones, team-player with multiple contacts from policy holders, sales people claimants and brokers. Professional attitude

Cady Company 1996-1997- office administration  
billing, scheduling, insurance coverage verification, HR

NORTHWEST Leather Dry-cleaning 1992-1997-assistant manager  
Data entry, balanced till, UPS, Leather repair, counter sales, scheduling. I worked part time in 1997.

Self-employed Daycare and costume maker Portland Oregon 1984-1992  
I ran a successful day care and I designed costumes and clothing.

Nordstrom Portland Oregon 1984- tailoring and repair

Milwaukee dry cleaners Milwaukee Oregon 1983  
counter sales, tailoring and repair

Majestic dry-cleaners Portland Oregon 1982  
counter sales, clothing repair,

House of Fabrics Portland Oregon 1976-1979  
Counter sales, fabric work, filing.

### **references:**

Jeff Wilson Standard Insurance 971-321-3809-503-984-9537  
Sally Mack Sally Mack Dance School 503-256-1167  
Maggie Hamilton friend 503-975-5651

