

## Kathleen M. Yeates

310 NE 85<sup>th</sup> St., # F, Vancouver, WA 98665 • (260) 443-9020 • kmyeates.yeates@gmail.com

### EDUCATION

2009 to 2010 Medical Coding & Insurance Billing, New Horizon's, Grand Rapids, MI, CPC-A, CMAA and CBCS certified

### COMPUTER EXPERIENCE

Lytec Medical, ADP payroll, AS-400, Excel 2007, Word 2007, QuickBooks, MARx, Facets, Microsoft Access, Microsoft Outlook, Jenzebar 3.8.2, PowerFaids

### SKILLS

Excellent customer service	Accounting/Collections	Fast learn on new software	Proven problem solver
HR Block Sole Prop. Taxes	Ability to multitask	Type 62 WPM	Maintains Confidentiality
Medical and Mfg. Billings	Human Anatomy	Medicare D knowledge	Medical Terminology

### PROFESSIONAL EXPERIENCE

Aug-Nov 2011 INDIANA TECH/ACCONTEMPPS, Ft. Wayne, IN  
**TEMP POSITION-FINANCIAL AID/TITLE IV**

- Completed research on student data base and provided information for Government Return of Title IV Funds
- Entered student information for Letters of Intent into database
- Developed and implemented new procedures to track progress on missing student information
- Assisted in comparing and gathering information for financial aid

Feb-Apr 2011 PRIORITY HEALTH/KELLY SERVICES, Grand Rapids, MI  
**TEMP POSITION- RECONCILER/MEDICARE PREMIUMS**

- Reconciled Medicare Medigap premiums/payments
- Qualified clients for Low Income Subsidy Payments
- Reconciled and verified information and requested updates to multiple software programs, including MARx system and Facets
- Developed and implemented new procedures and operation processes for Government Premium Programs and Low Income Subsidy Verification/Reconcilement steps

2002 to 2009 PAULSTRA CRC CORPORATION, Grand Rapids, MI  
**ACCOUNTS RECEIVABLE/SALES SUPPORT**

- Collected past due accounts/applied all payments to A/R, Streamlined and maintained Accounting system resulting in reduced reporting errors
- Prepared and reported monthly and yearly financial sales reports to French parent company
- Prepared all tooling invoices and provided documents as needed
- Processed, coded, and priced all purchase orders and developed internal file system
- Disbursed and balanced petty cash

2000 to 2002 DAVIDSON PLYFORMS, Kentwood, MI  
**ACCOUNTS RECEIVABLE/PAYROLL**

- Entered and maintained ADP payroll for 150+ hourly employees
- Posted inventory results into Accounting
- Collected past due accounts/applied payments to A/R
- Disbursed and balanced petty cash
- Provided daily backup for receptionist

1998 to 2000 KEAL CASE, Round Rock, TX  
**OFFICE MANAGER**

- Entered payroll and managed A/P and A/R
- Processed new hire paperwork and worker's compensation claims/forms
- Researched prices and negotiated shipping rates
- Entered customer orders/prepared sales reports