Allison Luce

Vancouver, WA 98665

annieluce@gmail.com

707-355-0013

**EXPERIENCE**

**Passport Health NW** January 2012 – current

Receptionist and Scheduler

* Answer phones for travel clinics and respond to questions from current and prospective patients
* Respond to email regarding travel immunizations
* Data entry of intake forms

**Kohut & Kohut LLP**

A/R Billing Coordinator January 2004 – Current

* Coordination of monthly client billing
* Review client billing agreements and requirements including individual client billing rates and guidelines
* Entry of time and expenses for attorneys and paralegals
* Application of payments, credits and write-offs
* Organize monthly client worksheets and invoices
* Create monthly and specially requested database reports
* Produce e-bills (LEDES) specific to client
* Submission of client billing to Serengeti and TyMetrix 360
* Confer with clients, attorneys, accounting personnel and insurance companies regarding billing and payment questions and information

Legal Secretary and A/R Billing Coordinator January 2004 – January 2006

* Provided legal and office support to two civil litigation attorneys
* Filed and served documents including electronic filing
* Prepared and organized for depositions, mediation, arbitration and trial including personnel, room set-up, binders, and scheduling
* Coordinated calendar for firm
* A/R and Billing Coordinator

**County of Lake, Department of Public Works**

Secretary II, County of Lake October 2007 – July 2009

* Provided office support to engineers, water resources and road departments;
* Created new calendar process for all departments
* Revised contracts, documents, correspondence and Requests for Proposals
* Updated and maintained spreadsheets (using Excel) for ongoing projects
* Created Excel spreadsheet to track grant requirements and deadlines
* Responded to questions from public and other departments
* Prepared document packets for Board of Supervisors’ agenda

**Katzoff & Riggs**

Legal Secretary, A/R Coordinator January 1994 – October 1999

* Provided legal and office support to civil litigation attorney
* Office administration including completing payroll for payroll service, reports to accountant and ordering equipment and supplies
* Filing and service of documents
* Preparation of monthly client billing
* Application of payments
* Respond to questions from clients, insurance companies regarding payment and invoice questions

**EDUCATION**

B.S. – Business Administration, concentration in accounting

Montana State University, (in-progress, 100 units completed)

AA – Liberal Arts

Mendocino College, Ukiah, California, 1998

**SOFTWARE**

Microsoft Office, advanced Word and Excel, WordPerfect, Quickbooks, TimeSlips including LEDES and e-billing, TyMetrix360, Serengeti, AbacusLaw, PACER, Lexis-Nexis forms, DocsOpen