# Jennifer Woodard

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**Current Career Objective:** To establish with a respectable company in a temporary Administrative position.

V2 Properties, Gresham, OR

October 2011 to May 2013

**Administrative Assistant**: Responsible for screening applicants for rental properties. Verifying income, references and background check. Determine tenant eligibility against our screening criteria. Coordinate maintenance requests between owners, tenants and vendors. Communicate in person and over the phone with the public explaining our current vacancies and screening criteria. Help with all aspects of daily office functions, including faxing, emailing, scanning documents and electronic filing.

Country Financial, Fairview, OR

April 2009 to October 2011

**Administrative Office Assistant**: Duties include client account servicing, general office procedures and customer service over the phone, in person and through email. Help Agent with scheduling and preparing for Insurance Reviews. Keep office clean and organized. Prepared mailings to clients and received payment of insurance premiums and applied to accounts.

CardioGraphics, Clackamas, OR

October 2007 to March of 2009

**Medical Receptionist/Billing Clerk:** Scheduled patients after receiving referral from Physician and checking medical benefits. Set up payment plans for patients prior to appointment. I made it my priority to greet patients and guests in a friendly manner to the office and on the telephone. I was responsible for all insurance and patient billing, claim follow up as well as collection calls and letters. A/R on patient accounts using Quick books. I also prepared daily bank deposits and mailings.

Gresham Women’s Healthcare, Gresham, OR

October 1996 – September 1998

**Medical Receptionist**: Duties Include:  Answering multi-line phone, telephone triage, greeting patients, taking co-pays, scheduling medical appointments on computer, pre-authorize with insurance companies, file, ordered and maintained office supplies. Responsible for scheduling lunches with pharmaceutical reps and planning office meetings and “parties”.