**Stephanie Robinson**

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San Diego, California

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**BACKGROUND SUMMARY**

To obtain a challenging position that will apply my problem solving, supervision and attention to detail, and customer service skills with a growing company to achieve optimum utilization of its resources. I look, to utilize my experience in data entry, customer services, and my ability to be a quick learner in an organization with upward mobility and opportunities for advancement.

**EDUCATION**

**Master in Business Administration** January 2020

South University – Savannah, GA

**Bachelor of Science in Business Administration**  September 2018

Argosy University – Phoenix, AZ

**SKILLS**

* Accounting/Bookkeeping
* Medical Billing
* Medical Terminology
* IDX  Advanced Web system
* Epic System
* Commercial Insurance
* Database Administration
* Operations Management
* Scheduling
* Microsoft Office Suite

**EXPERIENCE**

**Patient Authorization Specialist II**  August 2000 – Present

Rady Children's Hospital–San Diego,Neurology – San Diego, CA

* Manage and execute tasks in a fast-paced organization and successfully handle multiple priorities and projects with strict deadlines.
* Ability to build, lead, and motivate 6 high performing team members to be accountable, support concurrent complex projects, initiate change, and achieve challenging goals.
* Demonstrates organizational acumen and assesses organizational capacity.
* Interacts with government and public agencies as a public affairs and communication representative.
* Develops and delivers presentations to department heads and executives.
* Creates culture of respect and understanding through considering multiple perspectives, agendas, and goals.

**Office Manager/Admin**  January 1990 – July 2000

B.G.R.P Architects and Planning– San Diego, CA

* Supervise large administrative staff forced on design and construction supports.
* Oversee office staff and trained new employees on procedures
* Contact outside vendors, such as large-format print companies, to handle rush jobs
* Verify and track all project deadlines to facilitate smooth workflow and satisfied clients
* Manage weekly payroll sheets and employee attendance tracking
* Accounts Payable and receivables and Collections