

LAURIE SCHROEDER

(503) 709-0476 | laurjschroeder@gmail.com

www.linkedin.com/in/laurie-schroeder-clauries | <https://github.com/clauries>

WORK EXPERIENCE

Insurance Verification Specialist

Providence St. Joseph Health, Central Access Services
August 2018-October 2019

Communicate with providers and insurances to verify scheduled and ER hospitalizations are covered. As an active participant on the CASmittee, I created and am implementing a strengths training program for a department of over 100 team members.

Pre-Registration Specialist

Providence St. Joseph Health, Central Access Services
October 2017-August 2018

Collect patient billing and demographic data over the phone to ensure PSJH receives proper reimbursement for their services while creating an environment where the patient feels safe and appreciated.

Library Clerk & Faculty Assistant

Boise Bible College
August 2015-May 2017

Provide research, writing, and grading assistance to the faculty, staff, and students. Maintain the collection and charge fines when appropriate. Provide basic computer and printer assistance to library patrons. Manage and train student librarians.

Summer & Substitute Receptionist

Boise Bible College
June-July 2014-2016 & as needed

Act as the first representative of the organization via phone or in person; create a warm, welcoming environment. Assist faculty and staff in various tasks, developing new skills as needed.

Student Librarian

Boise Bible College
Feb. 2011-May 2012 & Jan 2014-May 2015

Provide research and writing assistance to students while maintaining a clean and studious environment. Complete projects and grading as delegated. Assist in managing the collection.

EDUCATION

Fullstack Coding Bootcamp
University of Oregon
Expected completion April 2020

B.A. in Helping Professions
Boise Bible College
May 2015

A.S. in Intercultural Studies
Boise Bible College
May 2012

TRAINING & SKILLS

Html, CSS, Javascript, JQuery, Node
Bootstrap, Flexbox
Intermediate skill in Microsoft Office
Detail-oriented work experience
Data-entry – 60 words per minute
Team leadership & management
Toastmasters International Training
Emotional intelligence development

REFERENCES

Chris Raggio
OCHIN, inc.
Supervisor of Billing
Was my supervisor at Providence
linkedin.com/in/christina-raggio-a5babb1b

Andrea Brown
Providence St. Joseph Health
Pre-Registration Supervisor
Andrea.Brown@providence.org

Nadene Mack
Boise Bible College
Academic Assistant
208-376-7731
nmack@boisebible.edu