**Catrina R Witherspoon**

**71 Lorraine St**

**New Britain Ct 06051**

**860-770-8892**

Objective: To obtain long term employment in a company where my hardworking,

diversified abilities and positive attitude can be realized.

Qualifications:

Personal skills, Reliable, Resourceful, Motivated, Dependable, Friendly,

Outgoing, Determined.

Organizational Skills:

Stress management, ability to complete several tasks simultaneously and

coordinate with others.

Experience:

**Comprehensive Pain Management of Central Ct-7/09 to 3/11**

Title: Medical Receptionist

Duties inputting insurance, charges ,collecting copays. scheduling appointments, checking in and out patients ,answering multiphone lines preparing charts for the next day . filling chart threw ssimed.schedulked mri ,ct scan appts refferals to other office as well as insurnace refferals.

Medical Software i have used was SSimed.

**Manchester Ophthalmology, Manchester, CT- 7/02 to 7/08**

Title: Medical Receptionist

Duties: Inputting insurance charges into appropriate

medical software (Advantx, MedOne), Answering multi-line

phones, check in/out patients, scheduling appointments,Hcfas billing charges.collecting copays ,refferals.

**Lason, Inc. East Hartford, CT-6/99-7/02**

Title: Receptionist

Duties: Sent out invoices to clients, A/P and A/R,

processed payroll, assisted in human resource, filed

paperwork, greeted clients.answering phones,peddycash.billing.

**Asco/ Revere Mailing, East Hartford, CT-05/97 – 06/99**

Title: Warehouse

Duties: Sorted incoming/outgoing mail, filing,

shipping and receiving items filling, took orders over

the phone.

**J.C. Penny Outlet, Manchester CT-02/95 – 12/96**

Title: Cashier

Duties: Stocked items, assisted on store floor and in

customer service.

Education:

New Britain High School, New Britain, CT

High School Diploma Received