

David J. Sturgill

1209 Pinecroft Drive Taylors, SC 29687
davidsturgill94@gmail.com | 864-386-0323 *mobile*

Talent Acquisition Coordinator/Employment Associate

Greenville Health System | Human Resources | Greenville, SC | December 2014 to October 2015

I served specifically in the recruiting and employment services department. We hired 60-70 new employees each week, with a current 20,000 employee base. Recruit for talent, based upon vacant requisitions, candidate education/experience and the hiring department budget. Maintain personnel files in compliance with state/federal legal requirements. New Employee Scheduling (weekly/70 employees). Keep employee records up-to-date. Maintain lists of approved positions, along with assigned salary grade levels. Process personnel-action forms/ensure proper approvals; disseminate approved forms. Maintain spreadsheet that includes salaries, payroll taxes and fringe allowances. Prepare paperwork required to place employees on payroll and establishes personnel file. Coordinate job postings on the website, review resumes and perform telephone interviews and reference checks. Maintain employee handbook with updated resolutions and other pertinent information, as needed. Serve as administrative assistant to director of recruiting. Perform E-Verify. Complete/ review Form(s) I-9 & W-4, for completion and accurateness. Verify voided check/bank letter match account information on candidate's direct deposit form.

Physician Practice Specialist/Marketing Coordinator

Greenville Health System | MD360 Convenient Care | Greenville, SC | October 2013 to October 2015

In this position, I served as a PRN Assistant to the Practice Director and Clinical Coordinator (i.e. memorandums, mass e-mails, event/fundraiser promotions/carry-through's, update staff credentials/other databases, etc.) Served as Marketing Coordinator for MD360 facilities. Employee scheduling (250+ employees) utilizing When2Work. Served as 2014 Employee Opinion Survey Ambassador. Train/Supervise New Hires, primarily with coding procedures. Daily use of GE Centricity/eClinicalWorks EMR software(s). Compose memorandums. Wells Fargo payment processing. Coordinate monthly employee health presentations with Employee Health Services. Attend GHS Town Hall meetings, take minutes and provide MD360 employees with a summary of meeting and implementations that will be forthcoming. Insurance pre-certification/verification for imaging procedures. Third party billing. Operate multi-line telephone. Schedule appointments. Determine severity of emergencies/advice clinical staff for assessment(s). Use of Microsoft Office. Balance cash drawer. Daily office coordination. Inventory control. Process applications for uninsured patients, requiring a discount protocol during billing cycle. Obtain demographic information from patients. Run insurance eligibility for each patient. Input ICD-9/CPT codes daily for patient encounters. Call patients responsible for delinquent accounts, attempt to collect 100% of balance. Run Lab Reflux report/input charges. Process FatalEdit/MedAsset reports. Research & submit CPT charge correction reports. Coordinate annual end-of-year employee holiday gathering with Practice Director, Special Event Department and Accounting. Gather monthly facility statistics, generate reports and produce handouts for employees (Patient volume, Lag Charges, Collections, Pharmacy Audits, Patient Satisfaction, Charge Corrections). Responsible for "In The News At MD360" facility newspaper; informing employees of upcoming events, implementations and exciting events in co-worker's lives.

Client Service Representative/Administrative Assistant

Greenville County Animal Care Services | Greenville, SC | March 2013 to July 2013

Daily use of PetPoint software. Complete invoice transactions. Operate multi-phone line system. Schedule all clinic appointments. Consult with various organizations and other veterinary services. Balance cash drawer/reconciliation. Mail distribution. Collections and Inventory control.

Lead Receptionist

North Greenville Animal Hospital | Greenville, SC | October 2012 to January 2013

Daily use of IntraVet software. Complete invoice transactions. Process payments. Greet clients. Operate multi-line telephone system. Schedule appointments. Consult with various organizations/other veterinary services. Balance cash drawer. Mail distribution. Filing. Collections. Inventory control. Serve as a Veterinary Technician on an as needed basis

David J. Sturgill

1209 Pinecroft Drive Taylors, SC 29687
davidsturgill94@gmail.com | 864-386-0323 *mobile*

EDUCATION

BS in Business Administration
Southern New Hampshire University
Manchester, NH
2015 to 2018

Certificate in Anatomy
Greenville Technical College
Greenville, SC
2014 to 2014

Two-Year Vocational Diploma in Animal Sciences
Golden Strip Career and Technology Center
Greenville, SC
2010 to 2012

High School Diploma in High School Studies
Homeschooled
Taylors, SC
2009 to 2012

SKILLS

Computer Skills (PC computers) | Internet-Software/Database Management | Microsoft Office Suite
Multi-Line Telephone System | Financial Management Skills | Direct/Indirect Customer Service
Time Management | Organizational Skills | Interpersonal/Communication Skills | Insurance Verification
Kronos | iGreentree ATS | Lawson | Crystal Reports

LINKS

<http://www.linkedin.com/in/davidsturgill>

REFERENCES

Dr. Katherine Birchenough, M.D.
864-546-0113
LeKeisha Clinkscales
864-525-0387

Deborah Falcon, RN, BSN
570-807-0005
Ashley McDaniel, MLT
828-707-1243

ADDITIONAL INFORMATION

I have experience in Administration, Office Management, Human Resources (Recruitment/On-Boarding), Physician Practice Operations/Healthcare, Customer Service and Veterinary Medicine.