

Metchree L. Mathis

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214-860-7177

Objective	To incorporate my education, work ethics, skills, gifts, and talents with an organization providing empirical results on the platform of corporate responsibility; while illustrating social responsibility, and professional ethics, with a diverse team of professionals, by setting high standards.																							
Qualifications	Skillfully converted PMI into EHRs for viewing, storing, and archiving. Successfully reduced the hospital contracture cost, effectively communicating utilizing professional customer service skills, and time management. Software applications: Microsoft, Windows, Paradox, Dos, Oracle, Lotus 123, Meditech, Clear Thread, and PeopleSoft. Typing 65-70 wpm KPH 12,000																							
Education	<div>Colorado University, Colorado Springs, CO</div> <table><tr><td>Associates Degree Medical Billing & Coding</td><td>March 23, 2011</td><td>GPA: 3.35</td></tr><tr><td>Deans' List</td><td></td><td></td></tr><tr><td>Bachelor's Degree Health Administration</td><td>September 26, 2012</td><td>GPA: 3.38</td></tr><tr><td>Deans' List</td><td></td><td></td></tr><tr><td>Masters' Health Business Administration</td><td>August 23, 2014</td><td>GPA: 3.83</td></tr><tr><td>Magna Cum Laude</td><td></td><td></td></tr><tr><td>Doctorate Management</td><td>June 09, 2018</td><td>GPA: 3.57</td></tr></table>			Associates Degree Medical Billing & Coding	March 23, 2011	GPA: 3.35	Deans' List			Bachelor's Degree Health Administration	September 26, 2012	GPA: 3.38	Deans' List			Masters' Health Business Administration	August 23, 2014	GPA: 3.83	Magna Cum Laude			Doctorate Management	June 09, 2018	GPA: 3.57
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Work Experience																								
09/2017-05/18	DivineHeart Healthcare Inc PCT	Dallas, TX																						
	<ul style="list-style-type: none">Daily responsibilities included lite housekeeping/ meal prep, Washing and folding clothes, and assisting client with personal hygiene																							
09/2017-02/18	Novitex/Exela-Liberty Mutual Ins Admin. Support	Richardson, TX																						
	<ul style="list-style-type: none">Processed and monitored commercial documents that included sending correspondence notifications nationwide, as well as out of state, using Wulter's Kluwer SoftwareEmailed or skyped Underwriters to notify of changes and edited client files per driver or vehicle information																							

- Analyzed and made decisions with Loss Runs information on a daily basis

06/2015-12/16

Baker Consulting Associates Admin Support

Dallas, TX

- Successfully mentored potential candidates for the Road to work program that was funded by Texas Department of Transportation (TxDOT).
- Scheduled appointments for Director and Project Manager to meet with Supervisors and Project Managers about hiring requirements in the Construction Industry
- Monitored and Audited Systems for interfacing of integration monthly
- Duties also included Acct'g Principles and Procedures in every aspect

03/2014-06/2014

North Texas Tollway Authority Specialist

Plano, TX

- Assisted with processing of new toll accounts
- Provided general clerical functionality in Accounting and Customer Service Dept.
- Sort, count, batch and delivered mail
- Tag Inventory Management on a weekly basis

01/2011-05/2013

A1-Plus Home Health & Trinity Companion

Dallas, TX

- Evaluated patient status observing mental behaviors for APS
- Daily documented activities in Kinnser remotely to be sent to Austin, Texas
- Implement procedures for assessment
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05/2012-08/2013

AIMS Health Center Volunteer

Dallas, TX

- Shadow Trained as a Health Administrator
- Scheduled and arranged conference meetings
- Reviewed monthly Staff agenda