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| 624 Duke Dr.  DeSoto, Texas 75115 | 682-221-9547 Cell |
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Bonnie Fisher

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| Objective | To secure a position that will allow me to utilize my knowledge, skills and abilities as well as enhance my professional growth. |
| Experience | **2012-2016 Christus Health Shreveport, LA.**  Patient Access Representative   * Calculates charges, verifies insurance, and collects deposits as necessary. * Prepares appropriate documents * Registers patients for out-patient, emergency, room, or in-patient services. * Coordinates activities with ancillary departments as necessary   **2009-2012 Department of Transportation Shreveport, LA.**  Air Traffic Controller   * Initiate and coordinate searches for missing aircraft. * Inspect, adjust, and control radio equipment and airport lights * Check conditions and traffic at different altitudes in response to pilots' requests for altitude changes. * Alert airport emergency services in cases of emergency and when aircraft are experiencing difficulties. * Analyze factors such as weather reports, fuel requirements, and maps in order to determine air routes.   **2005-2009** **TQD Group** **Dallas, Texas**  Office Manager   * Manage all office activities to include processing of invoices * Perform accounting duties and input of employees time sheets * Order all supplies for the office and approve vendor invoices for payment * Utilize Microsoft Office Systems to create documents and reports * Perform Human Resource duties to include processing new hire information * Train new office personnel |
|  | **2002-2005 Dave and Buster’s** **Dallas, Texas**  Waitress/ Front Desk Clerk   * Secured customers orders and scheduled reservations for parties and dining * Enhanced customer relations and served as liaison between management and guests * Prepared work schedules for waitress staff * Trained new staff members as directed * Used telephone etiquette and directed calls to appropriate staff |
|  | **2000-2002 CitiBank Irving, TX.**  Customer Service Representative   * Process payments via check by phone * Effectively break down information and identify opportunities to gain client agreement and trust * Take ownership of every client experience * Commit to treating clients and teammates with the utmost integrity |
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| Education/Skills | **2007-2009 Texarkana College Texarkana, Texas**   * A.A.S., Registered Nursing * Notary Public State of Texas   ***References available upon Request***. |
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