1112 Saturn Dr. Cedar Hill, TX 75104 469-612-0240 or 469-526-7124 Email: mstlc2009@yahoo.com

Teresa Lanetta Clark

**Experience 02/2016-present: Dade Middle School, Dallas ISD**

**Teacher Assistant Specialized Unit**

Help teacher prepare instructional materials and classroom displays. Help maintain a neat and orderly classroom and prepare classroom according to student needs.

Help with inventory, care and maintenance of equipment. Help teacher keep administrative records and prepare required reports. Provide orientation and assistance to substitutes teachers. Assist students with physical disabilities according to their needs, including transferring to and from wheelchairs, lifting or positioning. Assist students with physical needs and personal care, including feeding, bathroom needs and personal hygiene. Assist with classroom curriculum. Help manage behavior of students, which includes intervening in crises and restraining disruptive or dangerous student behavior as needed. Assume responsibility for learning and adapting to each student's special medical, physical, communicative and emotional needs. Work with individual students or small groups to develop motor skills and conduct instructional exercises assigned by teacher. Help supervise students throughout the school day, inside and outside the classroom, which includes lunchroom, bus and playground duties. Keep teacher informed of special needs or problems of individual students. Maintain confidentiality. Participate in staff development and training programs, faculty meetings and special events.

**2006-02/2013**: **American National Insurance Company, Lancaster, TX**

**Administrative Assistant:**

Greeted customers that come into the office on a daily basis. Responsibilities including drafting correspondence, fielding customer inquiries, developing spreadsheets, and preparing various reports. Skilled in working with highly confidential information. Comprehensive background in records management, spreadsheet development, report generation, data entry, and customer service. Significant exposure to diverse areas of the insurance industry. Maintained full responsibility for all administrative activities including records management, data entry, spreadsheet development, and file management. Maintain accurate records regarding bank deposits, bank reconciliation, bank statements for yearly audits.

Streamlined administrative processes and increased productivity levels, and managed all facets of customer service for insurance agency, served as the primary liaison between major insurance companies and insureds, played a key role in processing of policy change requests. Coordinated incoming insurance claims as well as minor claims adjusting.

**03/01/2013- 08/21/2014 Office of Attorney General Child Support Division: Legal Department**:

I prepare cases for court for legal department. I files pleadings, setting cases on docket, monitoring service and attending court as needed along with legal support staff I coordinate, schedules, and monitor paternity tests; processes and distributes test results. Enters, retrieves and updates child support case information on TXCSES, monitors TXCSES and other computer databases to identify new or updated locate information. Researches and pulled court orders for child support officers and attorneys. I Performs money-handling duties to process child support payments, prepares routine or periodic reports into the TXcses systems for documentation. Responds to routine telephone inquiries concerning child support cases, opens, sorts and distributes incoming mail and documents. Review, manages, and input data current information concerning child support cases and filed into virtual files for accuracy.

02/23/2015-09/08/2015- Crescent Medical Center-HIM Specialist

I initiate the medical chart through electronically medical record system, and is responsible for routing the chart to the appropriate personnel. Pulls charts daily for patients to make sure that the date of service in which are stamped on the progress note. Inserts any lab results or other results needed for review by the provider as per policies and procedures established by NHSI and in accordance with licensing and regulatory requirements or as instructed by the clinical staff. Check for patient identifying information on all documents. Pull charts as needed for special audits, peer review, refill requests and such. Perform other duties as required, must relief receptionist when needed and perform related duties such as Transfer old charts to new charts. I am responsible for pulling accurate records for the proper billing to make sure claims, which paid on time by working hand and hand with the billing office. Place proper “out” guide when charts pulled. Prepare new charts and have them handy for use as new patients join National Health Services, Inc. Make copies of various forms when required. Mail out requests for records when presented with a properly completed medical release. Make copies of records in response to in-coming medical releases. Order forms and other necessary supplies when needed.

**Education** 1999-2005 Phillips Community College Helena, AR

A.A.S – Medical and Administrative Office Technology: Keyboarding, Alpha and Numeric filing, Business Math and Machines, Computers in Medical office,\*Medical and Administrative Transcription, and Medical Coding

May 2, 2009 Paul Quinn College Dallas, TX B.S. Business Management

May 2016, Prairie View A M University: Master of Science Education Administration