

Grace Butler

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Education

Texas Woman's University, Denton, TX
Bachelor of Science in Health Studies

Graduated: Summer 2019
Summa Cum Laude

Benedictine College, Atchison, KS

2015 - 2017
Study abroad: Florence Italy, Fall 2016

Southern Methodist University
Full Stack Web Developer Bootcamp

Started: April 2021
Anticipated Certification: October 2021

Work Experience

• HealthTrackRx

- *Inside Sales Specialist* January 2021 – May 2021
 - Source, manage, and record leads from outbound telephone sales.
 - Contact new customers to discuss how their needs could be met with specific products and services.
 - Prioritize daily workflows, including all inbound calls, quotes, and sales-related inquiries.
 - Answer customers' questions regarding products, prices, and availability.

- Executive Administrative Assistant

March 2020 - January 2021

- Provided direct administrative support to the executive team.
- Managed calendars, travel arrangements, and other daily administrative tasks.
- Acted as a liaison between clients, vendors, and legal to ensure that contracts are drafted in a timely manner.
- Collaborated with the Chief Sales Officer to assist in the planning and coordination of national sales training meetings.
- Assisted in the implementation of Brainshark with the Chief Sales Officer and the Chief of Commercial Operations

• W.B. Carrell Memorial Clinic- Front Desk Receptionist- Frisco

September 2019 - January 2020

- Responsible for the revenue cycle for clinic and physical therapy patients, comprehending all types of insurances to properly bill and charge patients at the time of service depending on their deductibles, coinsurance rates copayments, and self-pay rates.
- Guided the daily operations for a three physician and three physical therapist office, optimizing patient workflow to ensure the efficient clinic with an average of 100 patients per day.
- Managed patient schedules for three physical therapists to maximize volume while enhancing patient care and satisfaction.

• PediaPlex- Behavioral Therapist- Internship

May 2019 - September 2019

- Assisted children on the Autism spectrum through applied behavioral therapy by increase their social and cognitive skills.
- Gained compassion and patience through helping children through simple daily tasks.

• In-N-Out Burger- Associate

April 2014 - May 2019

- Provided exemplary customer service for an average of 700-1000 customers per shift.
- Frequently trained new employees and other associates working new positions.
- Properly sanitized work areas and prepped food while upholding the quality and cleanliness standards of In N Out as and Food Health Codes

Volunteer Experience

• Children's Advocacy Center of Denton County

2020 - 2021

- Volunteer monthly; Collaboration with other volunteers to participate in successful projects and programs.

• Texas Scottish Rite Hospital for Children

Summer of 2017

- Shadowed occupational therapists and assisted at a Constraint Induced Movement Therapy (CIMT) camp and research study for children with cerebral palsy.
- Gained patience through repetitive work to promote learning of basic skills.

• UT Southwestern Internship

Summer of 2013

- Data organization of digital and physical files
- Gained extensive knowledge of Microsoft office, especially Word and Excel.

Skills/Abilities

- Exposure to the administrative side of Salesforce, Brainshark, and SAP Concur
- Proficient in Visio, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook and Microsoft Teams