

## **Cody Fredrickson**

Allendale, MI | 771-555-0199 | cfredrickson@email.com

### **Summary**

A bilingual, results-oriented business professional with three years of experience supervising, innovating and refining office systems to maximize results and compliance and minimize cost.

### **Education**

Northwest Vermont University  
Bachelor's in human resource management

### **Experience**

#### **Brightside Dental, Practice Manager**

**Aug. 2019 – Current**

- Implement online appointment booking and text message appointment reminders, decreasing no-shows by 26%
- Handle insurance billing and compliance
- Train new employees
- Negotiate supply vendor contracts resulting in an annual savings of over \$2,300

#### **Marsshine Engineering, Office Manager**

**Sep. 2015 – Aug. 2019**

- Handled meeting and travel coordination for 13 executives
- Simplified engineer CE credit management by automating reminders
- Spearheaded the implementation of a cloud-based project management system that improved delivery time by 12%

### **Skills**

- Microsoft Office software
- Billing