**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