Sarah Knorn

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Woodbury, MN 55129 [smknorn@stkate.edu](mailto:smknorn@stkate.edu)

horizontal line **Education**

St. Catherine University, Minneapolis, MN

Associates of Applied Science degree expected May 20th, 2017

Major in Radiologic Technology

# Skills

CPR Certified Insurance verification CPT Code Knowledge

Employee Training Employee Management Deposits/Payroll

Patient scheduling Time Management Triage of work flow

* Familiar with Agfa, Fuji, GE, Siemens and Philips X-ray equipment.

# **E**xperience

## HealthSource Chiropractic, Saint Paul MN *- Wellness Specialist, Office Manager, NCTMB Massage Therapist*

October 2011 - Present

* Managed office work flow, trained new employees, cluster booking, prepared deposits, insurance verification, delivered financial plans, and billed out via HSWorx software.
* Worked closely with other doctors, attorneys, patient families, and team members to deliver excellent customer service and exceptional care.

## HealthSource Chiropractic, Woodbury MN *- Rehab Specialist, NCTMB Massage Therapist*

September 2007 - October 2011

* Teaching patients exercises and stretching, massage therapy, organizing marketing events, insurance verification, scheduling, managing flow. This clinic saw up to 400 patient visits per week.
* Familiar with Excel, Microsoft Word, and HSWorx billing software.

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## Target, Hudson WI *- Signing Specialist, Planogram Team*

2000 - September 2007

* Working with a team or alone and prioritizing my day. Excellent customer service and care. Cross trained to learn price change, electronics, and inventory ordering.
* In charge of store branding and seasonal marketing, signing, displays, stocking, and ordering inventory. Traveling around to new stores and getting them ready to open.

# **A**wards **& Clinical Experience**

Second Place at the MSRT Conference Science Exhibit 2016

Deans list: 2014, 2015, & 2016.

**Clinical Sites Include:** University of Minnesota Medical Center-Eastbank Campus, University of Minnesota Health Clinics and Surgery Center, Tria Orthopedics, Saint Croix Orthopedics, Abbott Northwestern Hospital, and Children's Minnesota Minneapolis Hospital.