
SOMELINA OBIECHINA

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PROFESSIONAL SUMMARY

Multi-talented full stack web developer offering over four years of working experience. Highly accurate and efficient with strong time management skills and reliable, hardworking nature. Excellent reputation for resolving problems, eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Clear understanding of team work and responsibility. Motivated to learn, grow and excel in any area.

SKILLS

- Microsoft Office Suite Experience
- General ledger posting
- Office systems management
- Platinum Systems aptitude
- Sage Timeslips aptitude
- CSS3
- HTML5
- GitHub
- Node.js
- Ajax
- Patient enrollment requirements
- Database recordkeeping
- Federal grant management experience
- Medical billing code accuracy
- Customer service
- JavaScript
- Bootstrap
- Pure CSS
- Git
- Client-side storage

WORK HISTORY

Medical Records Manager, 02/2017 to 04/2020

MN Concussion & Chiropractic Arts – St. Louis Park, MN

- Accurately pulled patient records for upcoming appointments and procedures, typically within one-hour period.
- Utilized Platinum system to manage and confirm patient data, such as insurance, demographic and medical history information.
- Kept accurate log of all requests for medical information and records.
- Reviewed charts and flagged incomplete or inaccurate information.
- Maintained accuracy, completeness and security for medical records and health information.
- Managed system conversion and maintained minimal downtime during updates.
- Communicated effectively with staff, patients and insurance companies by email and telephone.
- Identified new methods to optimize medical records management.

Patient Account Coordinator, 02/2017 to 04/2020

MN Concussion & Chiropractic Arts – St. Louis Park, MN

- Assisted patients in filling out check-in and payment paperwork.
- Reviewed and corrected claim errors to facilitate smooth processing.
- Took copayments and compiled daily financial records.
- Generated monthly statements to check outstanding balances.
- Balanced deposits and credit card payments each day.
- Compiled and reviewed medical charts.
- Explained plans for treatment and payment options.
- Used Platinum systems to schedule appointments.
- Handled 2 calls per hour to address customer inquiries and concerns.
- Worked with patients to understand needs and provide required service.
- Monitored social media and online sources for industry trends.
- Resolved conflicts and negotiated mutually beneficial agreements between parties.

Front Desk Specialist, 02/2017 to 04/2020

MN Concussion & Chiropractic Arts – St. Louis Park, MN

- Oversaw fast-paced front desk operations at busy clinical facility with an average of 35 patients per day.
- Carefully transcribed phone messages and relayed to appropriate personnel.
- Calculated billings and posted charges to patient accounts, reviewing all charges with patients before payment due.
- Retrieved mail, packages and documents on behalf of Doctors, promptly verifying receipt and arranging for pickup or transmittal.
- Maintained financial accuracy by collecting deposits, fees and payments.
- Used Platinum Software to process transactions, appointments and electronic records.
- Kept accounts in balance and ran daily reports to verify totals.
- Monitored office supplies by checking inventory on a weekly basis and placed orders whenever stock appeared low.
- Answered multi-line phone system to respond to inquiries and transfer calls to correct departments and personnel.
- Maintained files and records by implementing effective filing systems that boosted efficiency and organization.
- Volunteered to help with special projects, assuming variety of tasks and duties, including advertising and event decoration.

Website Administrator (Uncle Cal's Trial Notebook), 06/2016 to 01/2017

Calvin P. Johnson Law Firm – Mankato, MN

- Utilized exceptional writing, editing and proofreading skills to produce engaging and error-free content.
- Completed thorough research into assigned topics.
- Played instrumental role in creative planning and review sessions, working with attorney to elevate quality of content and designs.

- Managed content distribution to online channels and social media platforms.
- Maintained content marketing calendar to schedule all aspects of creation and delivery.
- Utilized analytics and site metrics to determine areas of improvement.
- Conducted editorial meetings with attorney to collaborate and review proposed publication suggestions.
- Worked with graphic artists, post-production team members and other specialists to produce captivating and successful content.
- Coordinated website chat room according to pre-set guidelines.

Legal Administrative Assistant, 06/2016 to 01/2017

Calvin P. Johnson Law Firm – Mankato, MN

- Assisted litigation attorney with research, depositions, trial preparation, discovery and document drafts for court submittal.
- Wrote and filed pleadings with criminal court on schedule to maximize case success.
- Maintained litigation docket and calendars for attorney, noting deadlines for responsive pleadings, motions and other important deadlines.
- Assisted attorney with reviewing and organizing witness reports.
- Adhered to privacy laws to avert possible information breaches and protect client data.
- Coordinated trial exhibits by organizing materials, writing documentation and preparing digital materials and displays.
- Analyzed client balance sheets for auditing purposes.
- Answered telephone and coordinated meetings and conferences.
- Performed administrative tasks, including revising and finalizing letters, briefs and memos.
- Handled electronic court filings.

General Counsel Intern, 01/2016 to 05/2016

Idaho State University – Pocatello, ID

- Data entry of documented information needed for the creation of contract report database by cataloguing active and non-active contracts into required information categories.
- Maintained and monitored daily administration of information by prioritizing and managing multiple tasks, special projects and events with a moderate degree and range of complexity as needed.
- Applied discretion and judgment in completing duties and tasks.
- Gathered and sorted data into information management system.

Federal Grant Management Assistant, 12/2013 to 12/2015

Idaho State University – Pocatello, ID

- Facilitated program director with two AmeriCorps grants (IHCF and ICHC) awarded yearly by setting necessary parameters for members accepted into our programs.
- Maintained strict background check requirement for all potential members.
- Coordinated all financial reimbursements for AmeriCorps members by ensuring that all necessary reimbursement verification processes was carried out.
- Acted as a key social media resource for AmeriCorps programs.

- Developed team communications and information for weekly meetings.
- Managed quality assurance program, including on-site evaluations, internal audits and member surveys.
- Strategized with financial team members to manage budget and synchronize member efforts to align with grant initiatives.

EDUCATION

Full Stack Web Development Certificate: College of Continuing & Professional Studies, 03/2021
University of Minnesota - Minneapolis, MN

Bachelor of Business Administration: Business Management, 05/2016

Idaho State University - Pocatello, ID

- Member of Idaho State University's Honor Program
- Honors Thesis: *An Ambidextrous View on Performance: The Role of Competitive Priority and Strategic Alignment.*
- Graduated with 3.75 GPA
- Awarded Outstanding Management Student of 2016
- Dean's List nine semesters

Bachelor of Science: Psychology, 05/2016

Idaho State University - Pocatello, ID

- Member of Idaho State University's Honors Program
- Graduated with 3.75 GPA
- Dean's List nine semesters