



JENNIFER SPICK

HEALTHCARE ADMINISTRATION

CONTACT

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Appleton, WI 54915

920-574-0620

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EDUCATION

University of Wisconsin - Oshkosh // 2018
Bachelor in Biology
Minor in Business Administration with Emphasis
on Healthcare Business

University of Wisconsin - La Crosse // May 2022
Masters of Healthcare Administration

CERTIFICATIONS

- Certified Pharmacy Technician // 2018
- BLS (CPR & AED) // 2020

SKILLS

- Microsoft Office 365
- 10+ years of customer service
- Exceptional communication skills
- Leadership and interpersonal skill

INTERESTS

Reading, learning, health & fitness, hiking,
traveling, music

WORK EXPERIENCE

CVS PHARMACY, LEAD PHARMACY TECHNICIAN

JAN 2014 - CURRENT

- Receive, review, dispense and label prescriptions daily with expert accuracy
- Closely monitor department performance metrics by prioritizing tasks and optimizing workflow
- Lead new colleague orientation and training and assist in technician development
- Maintain staff scheduling

MOTIONWORKS PHYSICAL THERAPY, MEDICAL BILLING SPECIALIST AND RECEPTIONIST

FEB 2020 - CURRENT

- Provide prompt, efficient, courteous, and personalized assistance when checking in patients and collecting payments
- Responsible for processing payments, adjustments and denials
- Obtaining special authorizations through insurances
- Manage scheduling for Doctor's of Physical Therapy

KINLEY KAY BEAUTY STUDIO, COMMUNICATIONS SPECIALIST

JUNE 2020 - CURRENT

- Communicate with clients in a professional manner to help address questions and concerns
- Navigate and manage Social Media accounts for communications and marketing purposes
- Create marketing content with Adobe Creative Suite products and Canva web application