

Kali Van Cleave

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Authorized to work in the US for any employer

Work Experience

Executive Assistant

Balance Health & Injury Clinic, PC-Gresham, OR

May 2015 to Present

I started as a front desk learning about billing and coding, insurance verification, scheduling, and communicating between patients both in person and on the phone.

Next I moved to a new position or Chiropractic Assistant which helped document treatments for patients, keep four practitioners at a time on clinic schedule, and show patients to rooms as well as make sure they had all the knowledge and comforts they needed for a great experience at our clinic. With an average of 70 patients per day this kept me very busy.

My most recent title change of executive assistant just added to my multitasking skills. Three days per week I am still working with patients and all of the providers and two days per week I work exclusively with our owner keeping his schedule and making sure all of the behind the scenes clinic operations all go off without a hitch.

In addition to my ever changing role I have been creating and publishing a monthly newsletter for our business, maintaining our monthly club member accounts, as well as taking on more billing responsibilities to help cover when someone wants to take a vacation.

Hostess/Server

Multnomah Falls Lodge-Bridal Veil, OR

May 2012 to September 2014

Started as a hostess answering phones and seating customers. Had to deal with a cash drawer as well as getting tips for the servers at the end of the night. Mainly as the closing hostess the cash drawer was my responsibility to count and lock up for the closing manager.

About a year later I was moved into a serving position where I worked more closely with customers taking orders, processing tickets, and running food to tables. This really started the development of my multitasking skills.

Education

Certification in Computer Science

App Academy - Remote

October 2023 to November 2024

Associates of Science in Biology

Mt Hood Community College - Gresham, OR

September 2011 to June 2014

Bachelors of Science

Corban University - Salem, OR

August 2014

Skills

- Executive Administrative
- Billing
- Customer Service Skills
- Data Entry
- Filing
- Microsoft
- Microsoft Word
- Receptionist
- Scheduling
- Personal assistant experience
- Calendar management
- Medical coding
- Medical billing
- Insurance Verification
- Event Planning
- CPT Coding