

# Luke Granered

## **Address**

702 Meridian Street

Nashville, TN 37207

**Phone:** 615-973-8835

**E-mail:** lukejgranered@gmail.com

**Date of birth:** 12/20/1991

## **Experience**

**03/2011 - 09/2016**

### **Accounts Receivable/ Payable & Book Keeping**

*Axel Chemicals*

- Keeping an account of all incoming and outgoing checks
- Making deposits on behalf of company
- Keeping an account of all incoming and outgoing invoices
- Keeping an account of all incoming and outgoing wires
- Paying invoices via wiring

- Balancing accounts
- Miscellaneous Quickbooks tasks

**10/2016 - 04/2017**

## **Claims Resolution Coordinator**

*Kemberton Healthcare*

- Communicating with Insurance Adjusters about patient info
- Communicating with Lawyers about patient info
- Communicating with patients
- Keeping a detailed record of patient info
- Following up on on-going claims

**4/2017 - 9/2018**

## **Musician**

*Gideon*

- Guitar playing and set ups
- Organizing a group for extended traveling - including flights
- Communicating with people from different cultures around the world

- Budgeting
- Time management

**4/2019 - Current (12/2020)**

## **Barista**

*Loews Hotel at Vanderbilt*

- Fast paced customer service
- Delivering a product that meets brand standards
- Prepare for maximum business on daily basis
- Communicate needed stock to manager on daily basis

## **Education**

**2010 Graduate**

**Christ Presbyterian Academy**

High School Education

## **Skills**

- Work Ethic

- Communication
- Organization