

Irene Perez

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2095186730

#readytowork

Authorized to work in the US for any employer

Work Experience

Service Writer

Perlu Advanced

July 2019 to Present

Greet customers, accounts payable and received, call customers, set up quotes, answer phones cashier. Assist with duties as needed or assigned. Work with excel, power point, word and microsoft office. also work with Mitchell software and clover.

Education

Associate in Medical billing

Stockton, CA

April 2013 to July 2015

Skills

- Billing (2 years)
- Excel
- Management
- Microsoft Office
- Microsoft Word
- Receptionist
- Sales
- Customer Service
- retail sales
- Medical Coding
- Medical Billing
- Insurance Verification
- Accounts Receivable
- Accounts Payable
- Sales Experience
- Merchandising
- CPT Coding
- ICD-10

- Medical Terminology
- Payroll
- Medical Office Experience
- Medical Records
- EMR Systems
- ICD-9
- Patient Care
- QuickBooks
- Data Entry
- Computer Literacy

Military Service

Branch: Army National guard

Service Country: United States

Rank: E3

April 1989 to May 1994

Assisted in the Rodney King riots of 1992.

Commendations:

Veteran

Assessments

Spreadsheets with Microsoft Excel — Completed

April 2020

Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals.

Full results: https://share.indeedassessments.com/share_to_profile/fbd71ab3b1e2b0125999049e565fe525eed53dc074545cb7

Customer Focus & Orientation — Highly Proficient

April 2020

Responding to customer situations with sensitivity.

Full results: <https://share.indeedassessments.com/attempts/7380c14348fa0df64b417f563daaa936eed53dc074545cb7>

Sales: Influence & Negotiation — Proficient

May 2020

Persuading reluctant customers to buy products or services, and influencing and negotiating with customers to meet sales goals.

Full results: https://share.indeedassessments.com/share_to_profile/7b466b49269011b36bfca23ef68e254eed53dc074545cb7

Accounting Skills: Bookkeeping — Familiar

April 2020

Calculating and determining the accuracy of financial data.

Full results: https://share.indeedassessments.com/share_to_profile/9b8fa866f4fe7f94c3b345107a8716b7eed53dc074545cb7

Retail Skills: Shelf Stocking — Completed

April 2020

Receiving and storing merchandise or product.

Full results: <https://share.indeedassessments.com/attempts/e80474d766a316e2227542206ba3e91eed53dc074545cb7>

Attention to Detail — Familiar

April 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: https://share.indeedassessments.com/share_to_profile/4eb3e6293e90e039e868f0e928640bceeed53dc074545cb7

Administrative Support — Familiar

March 2020

Using basic scheduling and organizational skills in an office setting.

Full results: https://share.indeedassessments.com/share_to_profile/4cc138bded0a441821fcf651616f7bf8eed53dc074545cb7

Veterinary Receptionist Skills — Proficient

April 2020

Managing practitioner schedules and maintaining accurate patient records.

Full results: <https://share.indeedassessments.com/attempts/faf572a7990c40f72784f7bc10eb4f50eed53dc074545cb7>

Sales Fit — Proficient

April 2020

Measures the traits that are important for success in sales positions.

Full results: <https://share.indeedassessments.com/attempts/61a1ea1772ae263ce6d8eee0b2a6dca3eed53dc074545cb7>

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Additional Information

Great communication skills. Multi lingual in Spanish and Sign. Detailed, reliable, quick learning.