

# Meta Hodgkinson

Redondo Beach, CA 90278

[metahodgkinson2\\_gy2@indeedemail.com](mailto:metahodgkinson2_gy2@indeedemail.com)

(310) 420-1415

Authorized to work in the US for any employer

## Work Experience

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### **Instructional Assistant**

REDONDO BEACH UNIFIED SCHOOL DISTRICT - Redondo Beach, CA

September 2017 to Present

Assist students with special needs with daily school activities. Classroom support for all students. Prep work for teachers.

### **Bookkeeper/Payroll Specialist**

REA Commercial Security - Torrance, CA

September 2014 to Present

Bookkeeping, Bank Reconciliation, Invoicing, Accounts Payables and Receivables, Payroll Processing

### **Administrative Assistant/Receptionist**

Patterson Builders - Torrance, CA

November 2013 to March 2017

Nov. 2013 - Present

- Fluent with Timberline Software and Quick Books Pro.
- Process bi-weekly payroll for 14 employees as well as multiple subcontractors.
- Responsible for preliminary notices and payment releases.
- Manage calendar and travel arrangements for owner.
- Filter and manage company mail.
- Oversee procurement for office supplies.

### **RECEPTIONIST/BILLING**

Neva Sacapano, Psy.D

March 2013 to November 2013

- Attained and practiced medical insurance information of patients rapidly and correctly.
- Patient insurance verification, coding and billing.
- Maintained utmost discretion when dealing with sensitive medical charts.
- Processed accounts payable and receivables.
- Accountable for patient co-pays and collections.
- Scheduled appointments and managed Doctors calendar.

### **RECEPTIONIST**

Office Team Temporary Services

September 2012 to February 2013

- Greeted visitors; directed all people to the appropriate location and service.

- Addressed the concerns of city residents, contractors and city personnel.
- Delivered prompt and professional phone support to efficiently route incoming calls to the appropriate party.
- Opened, sorted and distributed incoming messages and correspondence.
- Provided administrative support for the Finance Department through extensive knowledge of Excel.

## Education

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### **Diploma in Medical Office Administrative**

Charter College - Long Beach, CA

### **Certificate in Paralegal**

California State University Dominguez Hills

### **Bachelor of Arts in General Studies**

San Diego State University - San Diego, CA

### **Diploma**

Mira Costa High School - Manhattan Beach, CA

## Skills

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- Quickbooks (5 years)
- Timberline (2 years)
- Bank Reconciliation
- Accounts Receivable
- Special Needs
- Bookkeeping
- Calendar Management

## Certifications and Licenses

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### **Personal Trainer**

July 2018

### **CPR/AED**

May 2018