

Kimberly Ilbery

Edwardsville, IL 62025

kimberlyilbery3_3xo@indeedemail.com

618.494.2699

Professional References:

Amanda Biggs

Former co-worker, La Cross Dental

P: 618-979-6818

Known 4 years

Kris Curten

Former supervisor, La Cross Dental

P: 618-791-2482

Known 2 years

Authorized to work in the US for any employer

Work Experience

Accounting Specialist

La Cross Dental - Edwardsville, IL
July 2019 to Present

Run financial reports, compile profit and loss statements, auditing office QuickBooks files and fixing errors, journal entries as needed, bank reconciliations, loan reconciliations, monitoring expenses and production numbers, entering invoices and paying bills through QuickBooks, keeping track of outstanding checks, assisting payment processing with insurance payments, patient payments, account audits, doctor credentialing, and other duties as assigned

Travel Agent

Travel Connections - Greenville, IL
September 2017 to Present

Arranging travel for clients, including: continual education on destinations, sending price sheets, answering inquiries, and ultimately sending my friends and family on amazing trips to make memories

Credentialing Specialist & Administrative Assistant

La Cross Dental - Edwardsville, IL
July 2015 to December 2017

Responsibilities

Credentialing for 25 dentists, maintaining CAQH profiles, deadlines, and follow-ups for effective dates, also processing and posting insurance payments, reconciling patient accounts, and also calling on outstanding claims. Also help proofread and help director of marketing with content to put on company websites and social media and other administrative duties as assigned.

OSHA/ HIPAA compliance officer, business office admin assistant

Quantum Vision Centers - Centralia, IL
January 2014 to July 2015

Responsibilities

Responsible for bank deposits of 4 offices, yearly OSHA and HIPAA employee re-training, annual OSHA audits of each of our 20 offices, office work as needed: managing employees for training, motivating employees, typing, creating excel sheets, putting narratives in patient charts, filing patient charts, miscellaneous office projects, assisted with doctor credentialing when needed, assisted with HR filing and keeping updated employee list/trainings completed.

Accomplishments

I have designed several company policies that have been written into our procedures

Teller

Peoples National Bank
July 2012 to January 2014

Primary Duties: Cash handling and drawer balancing, customer service, and other operating functions

Accounting Intern

Marilyn Shetley Shook
January 2012 to May 2012

CPA

Primary Duties: Data entry on computer, assisting with the front desk, organizing and maintaining files, and other special projects as needed

Education

Associates in Accounting

Kaskaskia College
2010 to 2012

Skills

- Experienced in Microsoft Office, Google suite (Docs & Sheets), general knowledge of computers, acquainted with Quickbooks and AME accounting software, comfortable in an office setting, fast learning ability, experience in cash handling, balancing, as well as customer service.
- Administrative Assistant
- Outlook
- Excel
- Filing
- MS Office
- Quickbooks
- Accounts Payable
- Accounting
- Account Reconciliation
- Bank Reconciliation
- Journal Entries

- Journal Entries
- Bank Reconciliation
- Account Reconciliation
- Balance Sheet Reconciliation

Certifications and Licenses

Small business accounting

Present

Earned with associates degree

Assessments

Spreadsheets with Microsoft Excel — Expert

April 2019

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

Full results: https://share.indeedassessments.com/share_to_profile/cdcf297e5da84e0cdf323b500894de53eed53dc074545cb7

Customer Focus & Orientation — Expert

April 2019

Responding to customer situations with sensitivity.

Full results: https://share.indeedassessments.com/share_to_profile/4a99d003f6a7ec1a78a006467de4e0a8eed53dc074545cb7

Cognitive Ability — Highly Proficient

February 2019

Measures a candidate's ability to combine pieces of information to form general rules or conclusions.

Full results: https://share.indeedassessments.com/share_to_profile/95bd8352b80d79351718ece2d958a520

Principles of Accounting — Highly Proficient

January 2020

Preparing financial records according to federal policies.

Full results: https://share.indeedassessments.com/share_to_profile/fa53c45a09fe7902d08e3f72963c041eed53dc074545cb7

Accounting Skills: Bookkeeping — Highly Proficient

February 2020

Calculating and determining the accuracy of financial data.

Full results: https://share.indeedassessments.com/share_to_profile/edf8291739b9d10fefaa0861d5aa1d28eed53dc074545cb7

Customer Focus & Orientation — Expert

May 2020

Responding to customer situations with sensitivity.

Full results: https://share.indeedassessments.com/share_to_profile/92b50a849709a0286e5688ce8eaf307eed53dc074545cb7

Accounting Skills: Bookkeeping — Highly Proficient

March 2020

Calculating and determining the accuracy of financial data.

Full results: https://share.indeedassessments.com/share_to_profile/c6dab45bff6db278f2cd8777c0e5c270

Problem Solving — Highly Proficient

May 2020

Measures a candidate's ability to analyze relevant information when solving problems

Full results: <https://share.indeedassessments.com/attempts/9fd57b12d3e65a13fc59a9fc7afd7f28eed53dc074545cb7>

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

Passed Illinois Real Estate broker exam, October 2017