

Lora Morse

Moving back to Florida

Dayton, OH 45431

loramorse8_khr@indeedemail.com

(321) 917-2085

- Office Manager with over 20-years' experience.
- Knowledgeable in organizing meetings, creating inventory systems and managing inventory systems, training and supervising staff, and implementing office processes and procedures.
- Possess strong multi-tasking skills, with ability to simultaneously manage various projects and schedules.
- Proficient in writing policy and procedure manuals.

Willing to relocate to: Melbourne, FL

Work Experience

Accounts Receivable Specialist

UES - Dayton, OH

January 2019 to Present

Accounts Receivable Specialist

- Government Contract billing
- Credit Card reconciliation
- Daily Banking
- Quarterly and Monthly Reports

Office Manager/Practice Administrator/Human Resource Manager

Dental Partners of Vero Beach - Vero Beach, FL

November 2016 to October 2018

- Manage 9 Operatories for 3 Dentist.
- Supervise 12-staff members.
- Perform employee reviews and assessments.
- Set-up training for the new employees and ensure they are educated on office policies & procedures.
- Manage staff scheduling.
- Wrote the office policies and procedures and updated the company handbook.
- Compliance Officer for HIPAA & OSHA; incorporated HIPAA laws.
- Create daily, weekly, monthly, and yearly reports.
- Manage Accounts Payables & Receivables and Payroll.
- Created and maintain a spreadsheet that tracks chair hours and calculates hourly incomes for each Dentist and Hygienist based on their chair usage per month.
- Manage all patient accounts.
- Manage the vendor tax forms, ordering, and compliance requirements; closed vendor accounts that accumulated in \$125K in savings.
- Manage the building contract rental agreement and recently negotiated a savings of \$250K.
- Increased prospective income by 41% by implementing with new processes and staff training.

- Create designs and marketing for advertising.
- Ensure the Dentists licensing renewals are up-to date.

Business Assistant

River Oak Dental - Palm Bay, FL

January 2016 to November 2016

- Interfaced directly with patients, vendors, contractors, and employees.
- Maintained all patient files.
- Managed the schedule for the Dentist and two Hygienists.

Business Assistant

Heartland Dental - Palm Bay, FL

February 2014 to December 2015

- Responsible for all insurance verifications, creating and sending claims, and follow-up on payments from insurance claims and appealing claims.
- Interfaced directly with patients, vendors, employees, and contractors.
- Prepared required forms for Headquarters.
- Maintained ledgers, processed vendor invoices, prepared financial statements and reports.
- Managed patient files including auditing patients accounts.

Manager

Kala Financial Group - Melbourne, FL

June 2012 to January 2014

- Provided high-level collections management to 4 major retailers.
- Managed a team of 15 employees while maintaining a collection ratio of 87%.

Accounts Receivable/Engineering Assistant/Director of Quality Assistant

Southeast Aerospace - Melbourne, FL

June 2009 to June 2012

- Created an inventory system for the production department that increased productivity.
- Assisted in Quality Assurance Inspections.
- Promoted in less than a year from the Accounting Department to the Engineering Department; then promoted in three months from the Engineering Department to Director of Quality Assurance Assistant.
- Created an inventory.

Subcontract Administrator / Human Resource Manager

Crucible Materials - Dayton, OH

April 2005 to May 2009

- Resolved shop and inventory issues, including major construction sites.
- Managed shipping and receiving.
- Responsible for overseeing vendors, ordering supplies, and records retention.
- Managed payroll.
- Retained all employee records.

Education

High school or equivalent

Skills

- INVENTORY (10+ years)
- PAYROLL (8 years)
- HIPAA (1 year)
- ACCOUNTS PAYABLE (10+ years)
- BOOKKEEPING (10+ years)
- DATABASES (4 years)
- EVENT PLANNING (2 years)
- HUMAN RESOURCE MANAGEMENT (7 years)
- MICROSOFT OFFICE (6 years)
- MS OFFICE (6 years)
- QUICKBOOKS (4 years)
- RECORDS MANAGEMENT (10+ years)
- Accounts Receivable (10+ years)
- AR (10+ years)
- Receivables (10+ years)
- Cash Application (10+ years)

Certifications and Licenses

Driver's License

Additional Information

SKILLS:

- Report & Document Preparation • Meeting & Event Planning
- Design Spreadsheets & Databases • Inventory Management
- Bookkeeping & Payroll (Proficient in • Expense Reduction QuickBooks) • Proficient in Microsoft Office
- Accounts Payable / Receivable • Human Resource Management
- Records Management • Knowledgeable in HIPAA/OSHA