**Deanna Straup**

**SUMMARY:**

* Executive-level Administrative Assistant providing support for corporate decision-makers. Meticulous with demonstrated success in process improvements and procedural adherence in line with company and client objectives. Tech-savvy individual with in-depth knowledge of Microsoft Office Suite and QuickBooks.

**SKILLS:**

* Type 68 WPM, 10-Key
* Professional and mature
* Human Resources Management (HRM)
* Deadline-oriented
* Bookkeeping- QuickBooks Expert
* Advanced in MS Office Suite
* Scheduling and calendar management
* Invoicing and billing
* Excellent Customer Service
* Meticulous attention to detail
* File and data retrieval systems
* Tech Savvy

**WORK EXPERIENCE:**

**Office Manager, Billing Specialist, Bookkeeper**

**FAMILY COUNSELING SAN DIEGO, San Diego, CA Feb 2019 to Oct 2019**

* Oversaw regulatory and strategic initiatives to ensure accuracy of medical claims.
* Tracked and escalated compliance, care and quality issues Identified errors and re-filed denied or rejected claims in a timely manner.
* HR: Onboarding, releasing of employees, payroll, company policies, employee benefits, taxes, and any other duties assigned.
* Office Management, put into place office procedures and new policies, renewed all licenses, credentialing, business insurances, banking, and bookkeeping.

**Remote Medical Biller**

**HEALTHY CONNECTIONS COUNSELING CENTER, San Diego, CA May 2018 to Oct 2018**

* Oversaw regulatory and strategic initiatives to ensure accuracy of medical claims.
* Tracked and escalated compliance, care and quality issues Identified errors and re-filed denied or rejected claims in a timely manner.
* Contacted patients for unpaid claims for HMO, PPO and private accounts and performed friendly follow-ups to ensure proper payments were made according to contracts.  Contacted insurance providers to verify correct insurance information and obtain authorization for proper billing codes.

**Office Manager/Full charge Bookkeeper**

**LEVEL 3 INDUSTRIES, INC, La Jolla, CA Jan 2017 to May 2017**

* Set up QuickBooks Desktop 2017 Premier for manufacturing and wholesale, Monthly reconciliations, Shipping via FedEx within QuickBooks program, Accounts Payable/Receivable, Administrative duties, Bi-Weekly Payroll, Travel arrangements for sales team.
* Prepared correspondence, accounting and financial documents for analysis.  Monitored multiple databases to keep track of all company inventory.  Investigated and resolved discrepancies in monthly bank accounts while under tight deadlines.

**Office Manager/Bookkeeper**

**MODERN WEST, Encinitas, CA Sep 2016 to Dec 2016**

* Set up companies QuickBooks Pro with Enhanced Payroll, Direct Deposit, Quarterly Payroll Taxes, monthly reconcile for 3 checking accounts, Dixie-Line Fund Control, Accounts Payable & Receivable, All Administrative duties, Microsoft Office- Word, Excel, Outlook.
* Planned and executed the conversion of the company's financial reporting program from "Construction Partners" a DOS based system to QuickBooks. Manually
* Completed all company insurance renewals including property, Workers' Compensation, general liability, cargo, aviation and K & R documents.
* Prepared correspondence, accounting and financial documents for analysis.

**Office Manager/Bookkeeper**

**MARKOPOULOS M.D. INC, Del Mar, CA Jun 2011 to May 2016**

* QuickBooks 2012/2014, Payroll, Taxes: Payroll taxes, Quarterly State and Federal taxes.
* Submitted diagnosis and procedure codes for insurance companies.
* Electronic and Manual Insurance Billing.  Gathered information to file appeals for private and state assisted denials and minimized inaccuracies by maintaining accurate records of approvals.
* HIPPA compliant.   Licensing, Credentialing w/ insurance Companies, HMO/PPO/EPO Insurances, Medicare/Medi-Cal, Tricare, Private Insurances.
* Conducted insurance verification and pre-authorization, coded inpatient and outpatient procedures and managed patient charts.  Called in prescription refills for patients.

**EDUCATION AND TRAINING:**

* Associates degree of Science: Information Technology, Associated Technical College, San Diego, CA, Jan 2019
* NO DEGREE, 18 units of college credit, University of Phoenix, San Diego, CA
* High School Diploma, General Studies, Chula Vista Senior High School, Chula Vista, CA 1989