**Summary Reliable and adaptable accounting and administrative assistant capable of maintaining professionalism and excellent customer services even under high levels of demands. Seeking to thrive in a work environment tailored to the enhancement of new and existing knowledge.**

**Qualification/Skills Bookkeeping Specialist**

* Enter and receive monthly supply orders for staff and building needs, as well as annually assess previous school orders to compare cost and quantity.
* Attend trainings as needed to comply with laws governing federal and state public funding.
* Monthly review of budget ledger and track spending data. Reconcile accounting codes and credit card statements. Utilize excel to track and transfer data to accounting software.
* Monthly review of accounting ledger for unresolved balances and determine resolution of outstanding balances. Prepared and sent out building deposits.
* Complete other budget projects assigned by Principal. Including tracking spending to allocate necessary funds for special projects.
* Review insurance denials and unpaid invoices by patients. Work with workers compensation insurance and obtain proper authorization for services when needed. Audit Personal Injury patients to ensure proper liens were signed and filed.
* Send out electronic billing on a bi-weekly basis as well as maintain a clean Aging Report. Review AR report for soft collections. Address insurance denials and rebill if necessary, as well verify patient benefits for in and out of network benefits.

**Customer Service**

* Enhancing customer service experience and assisting in escalated situations that will communicate the customer’s desires as well as understanding of procedures and policies.
* As team leader led by example in providing excellent customer support while also providing positive and constructive feedback to employees on growth opportunities.
* Provided top customer service while applying all federal and state laws.
* Answer phone calls, as well as greet and acknowledge those entering the office space.

**Administrative Assistant**

* Communicate daily with leadership and team members regarding new policies or information helpful to daily task. Delegate assignments as needed. Plan and execute team projects, protocols, and meetings.
* Oversaw and revised translation communication from staff to parents.
* Manage building use and staff calendar to insure events and rooms were properly reserved.

* Customer services oriented
* Extraordinary supervision skills
* Self-starter
* Extensive HIPAA knowledge

**Work History**

**Bilingual School Bookkeeper/Secretary | Tigard-Tualatin School District** 08/2015-Current

Tualatin, OR

**Administrative Assistant | Daniel Fast, M.D.** 05/2012-11/2018

Beverly Hills, CA

**Medical Biller/Collector | G&G Management Billing Services, LLC.** 2010-2012

Woodland Hills, CA

**Phone Bank Supervisor | Wells Fargo Bank N.A.**  2006-2008

El Monte, CA

**Education**

**Portland Community College**Portland, OR — Fall 2017

Currently culminating the final classes required to transfer current credits to a University Institution.