KIRSTIAN BODIFORD

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Chunchula, Al. 36521

•251-776-8875

•KirstianGreathouse@gmail.com

OBJECTIVE:

To obtain a position where I can contribute to your customers' satisfaction and your company's success.

Skills:

microsoft word, excel, & outlook

Data entry

some quickbooks

multi-line phone

copy/fax machine

10 key

organization skills

Accounts Receivable/Payable

Work Experience:

Gulf neurology November 2015 - current

Administrative assistant/receptionist

I am currently floating between the two positions. I answer phone calls, run errands, and anything else the doctor asks of me while working as administrative assistant. When working as receptionist I answer phone calls, check patients in and out, verify insurance, and schedule appointments.

CPSI December 2011 - May 2013

Insurance follow up dept.

Calling insurance companies and patients to collect payments for rural area hospitals. Also applying all information to patients account. Data entry, incoming and outbound calls, answering multi-line phone, etc.

Receipting dept.

Pulling daily bank deposits from banking websites and producing receipts for the hospitals, patients, and insurance companies. Also emailing hospitals and insurance companies to resolve any problems that may occur.

RiteWayInc. Dec2010-Dec2011

Janitor

cleaning office buildings

Jerrie's Cafe June2008-Nov2010

Server

serving customer also cleaning side work

zippylube Aug2006-April2008

employee

detailing cars inside and out

Academic Certifications & Education:

High School

Wesleyan Christian Academy 2008