**Lindsay Brown**

10267 Normanwood Court Jacksonville, FL 32221

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**Applying for Financial Technician Position Job Number EA60503-07-1685257NA349672**

**Applying for GS-7**

**CORE COMPETENCIES**

Account Payable \* Validate Expenditures \*Account Reporting\* Ordering and Receiving

**PROFESSIONAL EXPERIENCE**

**Naval air Station HOspital, jacksonville,fl................................................feb 2015-present**

**INdustrial housekeeping**

Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Clean building floors by sweeping, mopping, scrubbing, or vacuuming them. Gather and empty trash. Service, clean, and supply restrooms. Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures. Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.

**Westside Chiropractic, (Doc Tony) Jacksonville, FL…………………………………May 2014-July 2014**

***Medical Billing and Coding, Externship/ Employee***

Telephone techniques; Appointment scheduling; Insurance claims processing, Verified demographics, Verified ICD-9; ICD-10 coding; CPT coding; Filing, Typing medical correspondence, Preparing charts, Making chart entries; Computer processing; Exercise efficient time management; Approach patients in a professional manner; Adapt communication to individual's ability to understand; Maintain confidentiality (HIPAA guidelines); Work as a team member; Follow established policies and procedures; Use medical terminology appropriately; Communicate effectively verbally and in writing.

**Internal Revenue Service, Jacksonville, FL……………………………………October.2010-January 2015**

**Contact Service Representative**

Work primarily with taxpayers and their representatives through telephone. You would provide authoritative tax law assistance and take action where needed to resolve their tax issues, often involving delinquent situations. Actions needed might include analyzing the taxpayer's ability to pay, initiating liens, and negotiating installment payment agreements. The Wage & Investment Division (W&I) serves about 122 million taxpayers who file upwards of 94 million returns each year. Key W&I objectives are to provide high-quality taxpayer assistance, and to enable taxpayers to transact and communicate electronically to file their returns, make payments and receive assistance. W&I partners with private organizations to provide assistance to such disadvantaged groups as elderly and low-income taxpayers.

**Advance Culinary Techniques and Management ………………………..August 1994- November 2007**

***Bookkeeper***

Perform and manages service functions in general messes afloat and ashore. Planned and operated service equipment. Responsible for the sanitation disposal and customer aspects of the military. Specialize in service support and financial management and internal control records. Keep an account of the cost of items produce daily. Maintain records that controlled and evaluated inventory. Performed daily inventory, restocking, preparation, editing and processing of replenishments orders for customers storerooms, experienced with utilizing Personal Digital Assistant (PDA. ), Experienced in receipt and inspection of supply shipments from various of Vendors (Prime, Electronic Catalog(ECAT), General Service Administration(GSA), medical gases and equipment. Ability to examine shipping documents , invoices and reconciliation of invoices and receipts to verify completeness and accuracy. Audit and maintained financial records. Maintain written records of commercial transaction. Maintain records of account payments received and owed. Prepared a compiled financial record statement at the end of each accounting period to show gross and net profit or deficit.

**Knowledge, Skills, and Abilities**

Daily examining of financial documents for accuracy, adequacy, and compliance with regulations.

Utilize automated accounting systems to reconcile errors. Performed monthly extracting of accounting data from records and financial systems to prepare reports.

Constantly performing account maintenance work such as monitoring and resolving suspense transactions and aged unliquidated obligations.

Knowledgeable about developing Fund status reports and reconciling differences within various automated accounting systems.

Worked daily preparing funding documents while ensuring compliance with regulations for goods and services provided by the organization.

**EDUCATION & CREDENTIALS**

**Everest University – Medical Insurance Billing and Coding**

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| Graduate: June 2014 **GPA:** 4.0 |
| **Significant Coursework:** Medical Law and Ethics, Anatomy and Physiology of the Body Systems, Hospital Billing, Medical, Finance and Insurance, Medical Insurance Billing, CPT Coding, Advanced CPT Coding, Third Party Payers, Abstract Case Coding, Pharmacology MIBC, Claims Gear, EMR,200 hours externship  **Certifications: HIPAA, OSHA, CPR, NCCT Certified ID. 876630** |

**Bachelor of Science in Business Administration**

Columbia College, Columbia, SC

**MILITARY TRAINING SUMMARY**

**United States Navy** 1987 – 2007 Mess Specialist , E-6, retired Military Training Summary: 20 years successfully completed training course by the Unites States Navy including Basic Military Training, Mess Management Specialist Class A, Presentations and Outlines, Speaking Format...Professional Skills....Physical Training, Training Management, Inspections/Customer/Courtesies Leadership Techniques of Military Instructions

References Available Upon Request