

## CHILD PERFORMER WELFARE ADVOCATE

### Summary

Administrative professional offering excellent communication and computer skills. Meets deadlines and works with a high level of multicultural awareness and adaptability.

### Highlights

S KILLS Critical thinking Business correspondence Attention to detail Filing and data archiving Report development Physician billing Types 50 WPM Patient scheduling Microsoft Office Suite Quality assurance Misys Tiger Medical Software proficient

### Experience

Company Name January 2011 to August 2012 Child Performer Welfare Advocate

City, State Responsible for welfare of child performers on a major network television production. Advocated and insured that the child performers were treated properly by fellow cast, crew, producers and directors. Kept proper time records for amount of time each child performer was on camera as well as off camera, to insure that they were not overworked. Responsible for as many as 9 principle child performers and 40 background child performers at one time. Education tutoring for a child performer to make sure the child was able to keep up with their education while away from the school setting.

Company Name February 2007 to February 2007 Managed executive

City, State PC - Savannah, GA Checked patients in and out of a busy cardiology practice with 6 physicians Scheduled in house appointments, outpatient testing procedures and referrals to outside physicians. Located, checked in and pulled medical records for appointments and incomplete patient charts. Audited new customer files to verify medical necessity and satisfaction of coverage criteria. Kept organized documentation of medical insurance prior authorization information for office of 6 physicians. Improved timely paying of bills by developing flexible payment plans for patients. Managed hundreds of accounts patient accounts and insured timely payment of accounts Managed executive calendar and for physicians

Company Name March 2006 to February 2007 Optometry Technician

City, State Oversaw daily office operations for a busy Optometry practice located within an Eyeglass World. Administrative tasks to included the checking in and out of patients, collecting all necessary paperwork and insurance information, and maintaining the appointment calendar as well as the Optometrist schedule. Patient care to include pretesting of patients with use of an autorefractometer, Intraocular pressure machine and lensometer. Ordered eyeglasses and contact lenses for patients. Coordinated with vendors in the ordering of supplies and samples for the practice. Maintained and facilitated the outside referrals of our patients to other providers.

July 2001 to April 2005 Bridal Consultant/Sales Associate

City, State and Mount Pleasant, SC Worked directly with bride and groom to determine their needs and wants and help them register for gifts. Kept a database of preferred vendors and helped bride and referred bride and groom to vendors. Followed up with bride and groom after wedding date to facilitate the completion of gift registry. Helped coordinate and run local bridal shows. Greeted customers and ascertained customers' needs. Answered questions regarding the store and its merchandise. Helped customers with questions, problems and complaints in person and via telephone. Operated a cash register for cash, check and credit card transactions with accuracy. Stocked shelves and supplies and organized displays. Organized racks and shelves to maintain the visual appeal of the store. Developed positive customer relationships through friendly greetings and excellent service. Trained and served as a peer coach for new sales associates.

### Education

American Military University 2009 Bachelor of Arts : Criminal Justice City, State, US 2009 Bachelor of Arts: Criminal Justice American Military University - Charleston, WV

Appalachian State University 2004 Bachelor of Science : Criminal Justice City, State, US 2000-2004 Bachelor of Science: Criminal Justice Appalachian State University - Boone, NC

### Military Experience

Company Name February 2007 to March 2006 ABC Studios/Army Wives Television Production - Charleston, SC Responsible for welfare of child performers on a major network television production. Advocated and insured that the child performers were treated properly by fellow cast, crew, producers and directors. Kept proper time records for amount of time each child performer was on camera as well as off camera, to insure that they were not overworked. Responsible for as many as 9 principle child performers and 40 background child performers at one time.

Education tutoring for a child performer to make sure the child was able to keep up with their education while away from the school setting.

02/2007 to 08/2008 Medical Receptionist Cardiovascular Consultants, PC - Savannah, GA Checked patients in and out of a busy cardiology practice with 6 physicians Scheduled in house appointments, outpatient testing procedures and referrals to outside physicians. Located, checked in and pulled medical records for appointments and incomplete patient charts. Audited new customer files to verify medical necessity and satisfaction of coverage criteria. Kept organized documentation of medical insurance prior authorization information for office of 6 physicians. Improved timely paying of bills by developing flexible payment plans for patients. Managed hundreds of accounts patient accounts and insured timely payment of accounts Managed executive calendar and for physicians 03/2006 to 02/2007 Optometry Technician Eyeglass World, LLC - Savannah, GA

Oversaw daily office operations for a busy Optometry practice located within an Eyeglass World. Administrative tasks to included the checking in and out of patients, collecting all necessary paperwork and insurance information, and maintaining the appointment calendar as well as the Optometrist schedule. Patient care to include pretesting of patients with use of an autorefractometer, Intraocular pressure machine and lensometer. Ordered eyeglasses and contact lenses for patients. Coordinated with vendors in the ordering of supplies and samples for the practice. Maintained and facilitated the outside referrals of our patients to other providers. 07/2001 to 04/2005 Bridal Consultant/Sales Associate Belk - Boone, NC

and Mount Pleasant, SC Worked directly with bride and groom to determine their needs and wants and help them register for gifts. Kept a database of preferred vendors and helped bride and referred bride and groom to vendors. Followed up with bride and groom after wedding date to facilitate the completion of gift registry. Helped coordinate and run local bridal shows. Greeted customers and ascertained customers' needs. Answered questions regarding the store and its merchandise. Helped customers with questions, problems and complaints in person and via telephone. Operated a cash register for cash, check and credit card transactions with accuracy. Stocked shelves and supplies and organized displays. Organized racks and shelves to maintain the visual appeal of the store. Developed positive customer relationships through friendly greetings and excellent service. Trained and served as a peer coach for new sales associates.

### Skills

Associate, Cash, Cash Register, Credit, Credit Card, Database, Greetings, Its, New Sales, Sales, Sales Associate, Sales Associates, Telephone,

Administrative Tasks, Operations, Ordering, 50 Wpm, Archiving, Billing, Correspondence, Data Archiving, Filing, Microsoft Office, Ms Office, Quality Assurance, Scheduling, Typing, Accounts And, Cardiology, Documentation, Medical Insurance, Medical Records, Of Accounts, Outpatient, Paying, Receptionist, Satisfaction, Testing