

E. Shawn Smith

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555 South Grant Ave.

Portland, Oregon 97555

503 555-5555

Objective: A position as an Administrative Assistant

Highlights of Qualifications:

- § Microsoft Office 97/2000/XP, Excel, Word, PowerPoint, Access, Outlook and WordPerfect
- § Web page creation
- § Multi-phone systems, keyboard 50pm, filing, data entry
- § Medical terminology, CPT-4/ICD-9 Coding, Manage Care. Medicare and Private Insurance billing.
- § Accounts payable/receivable, ten-key160 dpm, PC/Mac OS, Medipay Systems
- § Chairperson for Publicity Committee, CARE KIDS and Healthy Kids Fair board member
- § Evening/Weekend Coordinator of Associated Students at Portland Community College
- § Represent the NW Nursing Association at health related events and conferences

Experience

Assist in preparing Oregon Department of Transportation state and federal grant reports.

Perform a wide range of administrative assistant functions. Schedule presentations and meetings. Organize material for Trauma conference and meetings. Assist in NW Nurses "Talk and Take Action" classes.

Responsible for planning, implementing and promoting activities for evening/weekend students, to include: Student Book Sale, Welcome Back Week, Student Outreach, Holiday Events

Prepared and generated Federal Forms for Medicare, Medicaid, Medicare and private insurance billing. Researched and rebilled all denied claims.

Researched and skip traced accounts. Conducted credit reports and collected on past-due accounts.

Processed private, Medicare and Medicaid claim forms. Billed and maintained all self-pay accounts. Organized and sent electronic billing of Client Portability enrollment closure forms.

Managed TSR report from state. Posted/balanced all insurance payments to computer system.

Employers

Legacy Mt. Hood Trauma Services Administrative/Office Assistant	Portland, OR	1999-current
Portland Community College Evening/Weekend Coordinator ASPCC	Portland, OR	2002-2003
Tallerwille Center N/NE Financial Specialist	Portland, OR	1996-1999
Household Finance Company Researcher	Portland, OR	1992-1996
Care Ambulance Company Billing Collector	Portland, OR	1990-1992

Education

Portland Community College	A.A.S. Administrative Assistant	2003
Business Computer Training Institute		1996
Seminars/Conferences/Workshops:		
Multicultural, Leadership, Time Management, Healthcare Cash Management, Medicare Billing, OMAP billing, Hazard Communication/PPE		