**[Administrative Assistant Customer Service](https://www.postjobfree.com/resume/ad13y5/administrative-customer-saint-charles-il)**

**Location:**Saint Charles, IL

**Posted:**December 20, 2023

**Contact Info:**

kirkmisty@gmail.com

331-442-7380

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**Resume:**

Misty Jorgensen

38W234 Glenwood Drive, Batavia, IL 60510

(331) 442-7380

jmdjorgensen@gmail.com

Objective

Administrative Assistant, who combines the acquired skills and abilities to deliver optimal support and administration, including Accounting experience ensuring growth for the organization.

Education

Everest College, North Aurora, IL

Medical Insurance Billing and Coding May 2013

●Student Ambassador

●Perfect Attendance

●Honor Roll

Professional Experience

Winco Plastics, North Aurora, IL

Administrative Assistant April 2018-Sept 2020 Handled complex accounting and office management responsibilities.

●Purchasing of all supplies needed in daily activities. (company cardholder)

●Reconciliation monthly of financial accounting reports.

●Sales and purchasing of material.

Oberheide Chiropractic/Wellness First, Warrenville Illinois Dec 2016-September 2017

Medical Billing Specialist

●Calling multiple Major Insurance Companies to check eligibility and benefits for each patient at a very fast paced chiropractic office.

●Adjusting claims and ensuring payment for denied claims.

●Enter all patient account information and entering daily funds into billing system.

●Proficient in online insurance and hospital systems.

●Responsible for sending the Monthly Statements to patients.

●Update patient file folders with dates of service and information.

●Filing EOB’s in their correct binders.

Sealcoat Solutions Inc. / Henry Tree Services Batavia, Illinois May 2016-Dec, 2016 (Seasonal Position)

Administrative Assistant/Accounts Receivables Clerk

●Maintenance of all customer service qualifications required for Henry Tree Service including receivables and reconciliation of financial reports.

●Ability to multitask keeping track of 3 different types of businesses within the same office.

●Billing and collecting funds for Sealcoat Solutions, including collections of past due invoices