

## **KATELYN ROSE MOOS**

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Omaha, NE. 68138

402-943-8335

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### **Education**

#### **April 2018- Current- Grand Canyon University**

- Masters in Science and Healthcare Administration

#### **October 2016- February 2018- Pima Medical Institute**

- Bachelors in Science and Healthcare Administration

#### **January 2015- September-2016- Pima Medical Institute**

- Occupational Therapy Assistant Program

#### **May 2011- August 2011- Central Community College**

- Certified Nursing Assistant Program

### **Work Experience**

#### **March 2019-Present – Associates in Women’s Health**

*Receptionist, Omaha, NE*

- Provides patient assistance with checking in as well as billing assistance, insurance appeals and much more.

#### **August 2017-April 2019 – Everyone Counts**

*Helpdesk, Omaha, NE*

- Provides helpdesk support for individuals trying to vote in private elections online or via phone.

#### **April 2018- December 2018- Early out Services**

*Insurance Follow Up, Omaha, NE*

- Provides assistance with health insurance claims, EOB’s, and patient financials.

- Completes the process of figuring out what is wrong with claims and how to get the claims paid.

**January 2017 – April 2018 – Lakeside CHI Women’s Health Clinic**

*Receptionist, Omaha, NE*

- Provide assistance scheduling patients, answering phone calls from patients, answering billing questions, and providing assistance to the medical staff.
- Complete documentation, faxing and scanning duties, as well as taking payments from patients if needed due to copays.

**January 2017- April 2018- Matthew Allen’s Interior Exterior Painting**

*Manager, Omaha, NE*

- Manage six employees; make schedules for employees, and scheduling clients for estimates, bidding prices, and paint work.
- Provide assistance to owner with book keeping and payroll.

**January 2014- January 2017- The Medical Team**

*CNA, Chandler, AZ*

- Provide full assistance for SCI/TBI individual with ADL’s and IADL’s.
- Complete hourly documentation on ADL’s/ IADL’s, behaviors, and activities.

**January 2014-2015- Beauty Brands**

*Receptionist/ CSS, Chandler, AZ*

**August 2013- December 2013- Sunshine Preschool**

*Preschool Teacher, Chandler, AZ*

**May 2012- May 2013- Mount Carmel Nursing Home**

*CNA, Kearney, NE*

**August 2011- May 2013- First Baptist Nursery**

*Nursery Teacher, Kearney, NE*

### **Professional Experience**

- Arizona State Hospital (July 2016- September 2016)
- Desert Cove Nursing Home (May 2016-July 2016)
- Piller Child Development (November 2015)
- Chandler Gilbert Arc (November 2015)

### **Volunteer Experience**

- Desert Cove Nursing Home (December 2015)
- Rehab Arizona (September 2015)
- Way to Grow (March 2015)
- Sunrise Senior Care (August 2014)
- Omaha Homeless Shelter (June 2013)
- Kearney Homeless Shelter (May 2012)
- Good Samaritan Hospital (January 2012)

### **Strengths**

- Efficient observation and listening skills when working with individuals under my care.
- Utilize strong organization skills when working.
- Demonstrate empathy when working with patients.
- Experienced in caregiving for the elderly and individuals with disabilities.
- Competent with all paperwork and documentation.
- Exceptional rapport with patients and their families.

### **References**

- Jessica Lambert- Professional Relationship- 619-987-1460
- Malina Gurrera- Professional Relationship- 702-279-7297
- Wanda Gardner- Professional Relationship- 480-577-4320
- Kristina Aris- Professional Relationship- 619-592-5564
- Ranae Whitacre- Personal Relationship- 308-440-3901