# Kinley B Wilson

2399 Parkland Dr NE Unit T038, Atlanta, GA 30324

Ph: 678-322-0128

Kinley.Wilson18@yahoo.com

**Professional Summary**

Charismatic and passionate with four years of specialization in client services. Able to learn new tasks quickly and proficient in growing key customer relationships. Represent establishment with professional demeanor at all times.

**Experience**

**Business Office Assistant** Mar 2020 – Aug 2020

OrthoAtlanta- Atlanta, GA

* Checked patients in for appointments, scheduling
* Verified health insurance and conducted medical billing via telephone
* Collected copays and coinsurance

**Physical Therapy Technician** Mar 2019 ‐ Sep 2019

Barrow Brain and Spine ‐ Phoenix, AZ

* Instructed, motivated, safeguarded, and assisted patients as they practice exercises or functional activities
* Observed patients during treatments to compile and evaluate data on their responses and progress and provide results to physical therapist in person or through progress notes.

**Physical Therapy Technician** May 2018 ‐ Feb 2019

Fischer Institute of Physical Therapy & Human Performance ‐ Phoenix, AZ

* Instructed and led athletes (NFL Combine, MLB) as they performed their exercise programs
* Coordinated with therapist for patient's next therapy session to ensure patient progress has been achieved.
* Monitored performance and motivated patients to ensure prescribed activities are achieved

**Physical Therapy Technician** Sep 2017 ‐ Apr 2018

Children's Hospital of Alabama ‐ Birmingham, AL

* Internship and mentoring program with Orthopedic, Neurological, and Muscular Dystrophy Physicians as well as Physical Therapist
* Performed clerical duties, such as taking inventory, ordering supplies, answering telephone, taking messages, or filling out forms as directed

**Education**

**Master’s Degree: Sport Management** Present

California State University Long Beach

**Bachelor of Science*:* Sports and Exercise Science** Dec 2018

University of Alabama ‐ Tuscaloosa, AL

* Member, (Phi Mu Sorority), Member, (HOSA/Health Occupation Students of America), Member (Student Leadership Committee), Member (Association of Women in Sports Media)

**Skills**

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| * Critical Thinking | * Time Management |
| * Quick Learner | * Microsoft Word/Excel |
| * Instructing/Leading | * Effective Communicator |
| * Goal- Oriented |  |