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| --- | --- |
| Name: | Michelle Weddington |
| Phone: | +1 (240) 863-2198 |
| Email: | 4professionalconnections@gmail.com |
| Location: | US-IA-Johnston-50131 (USC) |
| Last Modified: | 7/15/2019 2:15:41 PM |

 Work History

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| --- | --- | --- |
| Company Name: | Iowa ENT Clinic | 01/01/1900 - 06/06/2019 |
| Job Title: | Office Manager | |
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| Company Name: | Cardiac ICU &amp; CCU-Carillion Hospital | 01/01/1900 - 06/06/2019 |
| Job Title: | RN/ Student Nurse | |
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| Company Name: | Metropolitan Health Services Center- OB/GYN Dept. | 01/01/1900 - 06/06/2019 |
| Job Title: | Patient Care Assistant | |
|  | | |
| Company Name: | ENT Clinic of IA | 01/01/1900 - 06/06/2019 |
| Job Title: | Accounting Coordinator | |
|  | | |
| Company Name: |  | 01/01/1900 - 06/06/2019 |
| Job Title: | Accounting/ Medical Reimbursement Coordinator | |
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 Education

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| --- | --- | --- | --- |
| School: | University of Maryland, UC | Graduation Date: |  |
| Major: |  | | |
| Degree: | Master's Degree | | |
| School: | University of Maryland, UC | Graduation Date: |  |
| Major: |  | | |
| Degree: | Bachelor's Degree | | |
| School: | University of Maryland, UC | Graduation Date: |  |
| Major: |  | | |
| Degree: | None | | |

 Additional Skills And Qualifications

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| Recent Job Title: | Office Manager | Recent Wage: | 0 per |
| Security Clearance: | No |  |  |

 Desired Position

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| Desired Wage: | per | Desired Employment Type: |  |
| Desired Travel: |  | Desired commute: |  |
| Desired Relocation: | No | |  |

 Resume

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| Michelle Weddington 240.863.2198 M  Areas of Practice  Marketing Strategy/Formulation  Medical Reimbursement  Medical Billing/ Coding  HR Recruitment  Hiring &amp; Termination  Staff Training  Benefit Plan Structuring  Corp. Event Planning/Seminars  Auditing &amp; Analysis  Financial Statements  General Ledger/ Journaling &amp; Coding  Full-Cycle Accounts Payable  Expense Reports  Full-cycle Accounts Receivable  Reconciliations  Payroll Processing (full)  Banking Transfers/ Wire  Product Procurement  Office Administration- Legal &amp; Clinical  Nursing/ Clinical Practice  Software  ADP Payroll  Kronos (Payroll)  SOS (Payroll/HRIS)  Neocase (HR)  IFL FXexecute- Currency Conversion - Wire Transfer  QuickBooks (Accounting)  First Data Merchant Accounting  QuickBooks (Accounting)  Sage/Peachtree (Accounting)  Sage Intacct- Accounting/AP  Concur (AP)  Centaman (Point of Sale)  MS Office Suite- incl Excel  CAQH (physician credentialing) Industry  Healthcare  Hospitals/Clinics  State Government Depts.  Medical Management  Business Management  Insurance  Financial Services  Manufacturing  Non-Profit  Education  University of Maryland, UC Masters of Science, M.B.A. Business Administration   University of Maryland, UC Bachelor of Science, Business Administration   University of Maryland, UC Certificate- Management   Jefferson College of Health Sciences, Associates of Science, Biology  4professionalconnections@gmail.com   Professional Experience -- 15 years   Consultancy Experiences:  Dept. of Agriculture, Assurant Ins.Co., Dept. of Health &amp; Human Services (DHS-TCM), Metropolitan Health Services Center (OB/GYN), Carilion Health System, Mrs. Clark's Foods, State of Iowa Alcoholic Beverages Division (Procurement Specialist), Blank Park Zoo Foundation, NY Life Financial Advisors, American Express Financial Advisors, Cole Gift Center, ColemanFoster Consulting Legal Advisory-Management &amp; Development Team St. Thomas University, Miami, FL-LLM Dept. Development Team Prince George's County Schools-Special Education Dept. Evidence Action (NGO), Washington DC - International Finance Associate   Employment Experiences :  Office Manager -- Iowa ENT Clinic, IA  Recruitment, Interviewing, On Boarding, Training, Supervision &amp; Terminations of all office personnel  Source, Procure &amp; Integrate full office suite of equipment, medical equipment and supplies  Building Professional Affiliations with outside organizations for the clinic  Complete and Maintain CAQH physician credentialing and Hospital surgical privileges  Medical Billing and Administrative Financial processing and record keeping  Design and implement office policies/procedures  RN/ Student Nurse--- Cardiac ICU &amp; CCU-Carillion Hospital System, VA  Patient Care as Assigned on Rotations  Patient Care Planning and Report  Administration of Medications per Orders  Skilled nursing care, including: Central line &amp; IV Drug administration, Lab draws, Dressings for wound care, Monitoring ADLs, Vitals Checks, Rounds and Shift Report  Patient Care Assistant -Metropolitan Health Services Center- OB/GYN Dept., Washington DC.  Clinically-based assist with patient visits  Scheduling Appointments  Assist with medical billing &amp; record keeping  Accounting Coordinator -- ENT Clinic of IA, PC  Physician payroll -multiple income stream allocations  Completed system conversion to new accounting software and use in 6 mo. timeframe  Manage all banking records/monthly and annual account reconciliations  Create and maintain all company financial statements (income statements, balance sheets)  Benefit Auditing &amp; Analysis  Manage all accounts payable processes- invoice processing, reimbursements, patient refunds  Process payment receivables including credit card and checks &amp; update patient accounts   Projects and Accomplishments  Dept. Human Services-Targeted Case Management (via contract) Accounting/ Medical Reimbursement Coordinator  Post medical insurance restructuring and plan transition, accrued backlog of reimbursement (A/R) greater than 7 million.  Worked to implement rules of the restricted agreement and plan to reduce A/R to less than 200K over period of 4 months.   Professional Affiliations  2018- IMA Member- (Association of Accountants &amp; Financial Professionals)  State of Iowa - Notary Public- commission renews: 1 Nov 2019  National Notary Association - Certified Signing Agent  National Association of Professional Women - 2013  Six Sigma Certification - 2013  Alumni Association - University of Maryland, UC - 2009 |