|  |  |
| --- | --- |
| 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

|  |  |  |
| --- | --- | --- |
| Company Name: |   Iowa ENT Clinic | 01/01/1900 - 06/06/2019 |
| Job Title: |   Office Manager |
|  |
| Company Name: |   Cardiac ICU &amp; CCU-Carillion Hospital | 01/01/1900 - 06/06/2019 |
| Job Title: |   RN/ Student Nurse |
|  |
| 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 |
|  |

 Education

|  |  |  |  |
| --- | --- | --- | --- |
| 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

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

 Desired Position

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

 Resume

|  |
| --- |
| Michelle Weddington 240.863.2198 MAreas 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 PracticeSoftware 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-ProfitEducation University of Maryland, UCMasters of Science, M.B.A.Business Administration University of Maryland, UCBachelor of Science,Business Administration University of Maryland, UCCertificate- Management Jefferson College of HealthSciences,Associates of Science, Biology4professionalconnections@gmail.comProfessional Experience -- 15 yearsConsultancy 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 TeamSt. Thomas University, Miami, FL-LLM Dept. Development TeamPrince George's County Schools-Special Education Dept.Evidence Action (NGO), Washington DC - International Finance AssociateEmployment Experiences :Office Manager -- Iowa ENT Clinic, IA Recruitment, Interviewing, On Boarding, Training, Supervision &amp; Terminations of all officepersonnel 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/proceduresRN/ 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 woundcare, Monitoring ADLs, Vitals Checks, Rounds and Shift ReportPatient 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 keepingAccounting 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 accountsProjects and AccomplishmentsDept. 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 than200K 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 |