**JENNIFER L. LINDSLEY**

2438 Altair Street, Green Bay, WI 54311 | 920-619-6579 | jenny.lindsley@yahoo.com

**SUMMARY OF QUALIFICATIONS**

* Great communication skills and familiarity collaborating with customers to achieve set goals
* Extensive and diplomatic customer service delivery experience within diverse populations
* Experience working in a fast-paced environment
* Skilled in Microsoft Word, Outlook, Power Point and Excel
* Credentials: Basic Life Support for Health Care Providers

 Medication Administration Certified

**EDUCATION**

**Northeast Wisconsin Technical College,** Green Bay, WI

 *Associate Degree Nursing*  December 2020

*Certified Nursing Assistant* June 2018

**University of Wisconsin - Green Bay**, Green Bay, WI 1990 – 1993

*Bachelor of Science in Human Biology with Exercise Physiology Emphasis*

**PROFESSIONAL EXPERIENCE**

**Certified Nursing Assistant**

*Woodside Lutheran Home,* Green Bay, WI July 2018 - Present

* Provide basic resident care under direction of nursing staff.

**Insurance and Billing Specialist**

*ProCare Chiropractic,* Green Bay, WI September 2017 – July 2018

* Communicate financial report of findings to patients; preparation and submission of insurance claims
* Payment processing and balancing of daily financials

**Administrative Assistant/Receptionist**

*Comfort Keepers*, Green Bay, WI March 2017 – July 2017

* Answered phone calls, client and caregiver scheduling, preparation of documents, submission of records, assistance with the nursing staff, and authorizations and client care
* Lead continuing education classes for caregivers and assisted team members

 **Insurance Specialist/Purchasing/Shipping/Receiving/Inventory**

*Monroe BioTechnology*, Green Bay, WI February 2015 – March 2017

* Completion of insurance audits and appeals, claim submissions and assistance with benefit verification and insurance authorizations
* Purchasing of office, lab, and patient supplies and materials needed, tracking of inventory, invoice reconciliation, shipping and receiving

**Insurance Specialist/Contracting/Credentialing**

*Bellevue Total Health*, Green Bay, WI May 2001 – February 2015

* Submission and payment of claims, balancing of daily deposits and obtaining authorizations for services and/or supplies
* Implementation of electronic claims submissions and processing procedures
* Preparation and delivery of medical records
* Completion of provider contracting and credentialing, maintenance of provider qualifications

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**VOLUNTEER EXPERIENCE**

**Volunteer Librarian and Gardener**

*Messiah Lutheran Church*, Green Bay, WI August 2013 - Present

* Organizing, cataloging and keeping inventory of church owned books
* Maintaining outdoor garden beds