

# Sarah Cradeur

## **RN, BSN**

Lake Charles, LA 70605

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+1 225 439 2905

Authorized to work in the US for any employer

## Work Experience

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### **RN**

Ochsner Health System - Gretna, LA

February 2020 to Present

Telemetry Unit

### **Claims Coordinator**

LUBA - Baton Rouge, LA

January 2016 to August 2017

Responsible for timely intake of worker's compensation claims, coordinates the incoming medical, legal and employer documentation to the appropriate claimant's file, assists the billing department by paying medical bills and answering medical provider's bill related questions, and processes payments for vendor bill disbursement

### **Administrative Assistant I**

Mississippi Power Company - Gulfport, MS

May 2012 to September 2015

Handles internal and external calls for Executive office, prepares and processes expense reports in iExpense, processes timekeeping for the Executive and Customer Service Organization, scheduling and preparing for meetings, maintaining and ordering supplies, sorting mail, and filing

### **Executive Office Safety Floor Captain**

2009 to 2014

### **Customer Service Representative**

Mississippi Power Company - Gulfport, MS

September 2009 to May 2012

Analyzed customer accounts by utilizing the CSS program to assist customers with service orders, collection arrangements, bill inquiries, switchboard, OCC web requests, marketing sales, and any other inquiry a customer requests by phone

## PROFESSIONAL DEVELOPMENT AND COMMUNITY INVOLVEMENT

- BLS Provider through American Heart Association
- Dean's List: Fall 2018, President's List: Summer 2018
- Mississippi Power Employee of the Quarter 2011
- Excellence in Customer Value Award 2012

## **Renew Our Rivers Volunteer**

2012 to 2012

## **Household Hazardous Waste Day Volunteer**

2012 to 2012

## Education

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### **Bachelor of Science degree in Nursing**

Southeastern Louisiana University - Hammond, LA  
December 2019

### **Bachelor of Science degree in Business Administration**

William Carey University - Gulfport, MS  
May 2014

## Nursing Licenses

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### **RN**

## Skills

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- Hospital Experience
- EMR systems

## Certifications and Licenses

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### **BLS**

## Assessments

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### **Electronic health records: Best practices — Expert**

August 2019

Knowledge of EMR data, associated privacy regulations, and best practices for EMR use.

Full results: [Expert](#)

### **Medical terminology — Expert**

August 2019

Understanding and using medical terminology

Full results: [Expert](#)

### **Home health aide skills — Highly Proficient**

August 2020

Providing care to patients in a home setting

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.