

# Stephanie Pollard

Loveland, CO 80537  
[stephip77@yahoo.com](mailto:stephip77@yahoo.com)  
+1 970 412 8536

I am looking for a position to utilize my skills that I have acquired with a company that offers personal and professional growth.

Authorized to work in the US for any employer

## Work Experience

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### **QMAP/Caregiver**

The Courtyard of Loveland - Loveland, CO  
August 2020 to Present

Administered Medications  
Evaluated patients for hospital visits

Called the Emt's when necessary

Cleaned  
Filed  
Ordered Medications  
Inventoried Med Cart

### **QMAP/Caregiver**

Cinnamon Park Assisted Living - Longmont, CO  
March 2018 to February 2019

Responsible for giving residents medication  
( Scheduled & PRN)  
Prepared MRB Boxes  
Gave residents showers  
Decided if hospital visit was necessary  
Laundry  
Room cleaning

### **Medical Receptionist**

Dr. Harris Jensen Psychiatry - Fort Collins, CO  
October 2016 to January 2018

- \*Answer multi-line phone
- \*Patient check-in
- \*Receive payments
- \*Call in prescriptions to pharmacies
- \*Complete prior authorizations
- \*Customer service billing and account questions

## **Receptionist**

Valley Subaru of Longmont - Longmont, CO  
February 2016 to October 2016

- \* Answer multi-line phone
- \* Enter invoices
- \* Receive Vehicles into inventory
- \* File new car jackets
- \* File R.O's

## **Data Entry**

Animal Health International  
May 2013 to February 2015

- Prepare weekly check runs
- Check monthly statements
  - Customer service to vendors

## **Accounts Payable/ Will Call Attendant**

Metal Sales Manufacturing  
November 2002 to April 2011

- Payment of bills via credit card
- Billing of daily invoices
  - Answering Multi-phone lines
  - Filing records and invoices
  - Created Bill of Ladings
  - Produced Manifests for local and OTR drivers
  - Provided Customer service to will call customers
  - Dealt regularly with third party trucking companies
  - Created Expense Reports

## **Medical Assistant**

Healing Arts Medical  
October 2001 to November 2002

- Prepared patient for Doctor-weigh in, blood pressure checks
- Patient charting
  - Blood drawing
  - Calling in prescriptions and refills
  - Prepare information for referrals

## **Education**

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### **Bachelors in Psychology**

University of Phoenix  
January 2017

### **Associates in Health Administration**

University of Phoenix  
December 2011 to 2013

## Skills

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- Typing (10+ years)
- Microsoft Office (10+ years)
- Microsoft Excel (10+ years)
- ADP (6 years)
- Oracle (5 years)
- 6- Line Phone System (10+ years)
- Microsoft Word (10+ years)
- Google Docs (3 years)
- Quicken (10+ years)
- Front Desk
- Home Care
- Care Giver
- fast learner
- Cleaning
- Cashier
- Excel
- Multi-line Phone Systems
- Medical Receptionist
- Accounts Payable
- Resident's rights

## Certifications and Licenses

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### **First Aid**

June 2018 to June 2020

### **QMAP**

June 2018 to Present

## Assessments

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### **Filing & organization — Highly Proficient**

March 2020

Arranging and managing information or materials using a set of rules.

Full results: [Highly Proficient](#)

### **Customer focus & orientation — Highly Proficient**

March 2020

Responding to customer situations with sensitivity

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.