

Andrea P. Parris

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SUMMARY OF QUALIFICATIONS

- Over 10 Years of Responsible Work Experience
- Educational Background in Special Education, Early Childhood and Liberal Arts
- Vast Experience in Office Administration, Management and Human Resources
 - Skilled and Astute Manager and Supervisor
 - Proficient Multi-Tasker with Excellent Communication Skills
 - Obtained Knowledge Base of Medical Terminology
- Computer Literate with Knowledge of Various Software Applications
 - Self-Motivated with Strong Work Ethic
- Work well independently as well as part of a team

EMPLOYMENT HISTORY

- 04/12 — 04/13 **THE SCOOTER STORE** New Braunfels, Texas
Appeals Administrator II (First 4 months as Temp)
Duties: Responsible for performing complex secretarial and administrative support to Medicare Reviewers
- Proficiently responded directly to audits from Medicare and its affiliates
 - Updated various Excel Spreadsheets, E-Queue System Database and other spreadsheets on a daily basis
 - Trained support staff for the purpose of handling Service Additional Document Requests processes
 - Handled confidential materials within HIPPA Laws as well as Portability and Accountability Act
 - Collaborated with various departments for projects
 - Faxes, reviewed and confirmed Electronic Medical Records audit response submissions and properly responded to over 1200 Additional Documentation Requests within one year
 - Processed outgoing US Certified and UPS outgoing mail
- 02/11 — 02/12 **JUDITH HACKETT, M.D.** New Orleans, Louisiana
Office Manager/Executive Assistant
Duties: Responsibilities involved managing staff of six members and externs in a medical environment.
- Oversaw patient walk-ins and verification process and accepted and dispensed Community Care Referrals
 - Developed planning documents, oversaw and tracked real estate project activities, obtained PA's from insurance companies and scanned, deposited and applied co-pays and income
 - Supervised state required immunization processes and communicated effectively with DEA investigators
 - Coordinated physician schedules with salespersons and set up medicinal and office supplies on a schedule
 - Increased practice assets by 10K per month as result of proper home health billing and successfully updated physician credentials for procurement of upcoming contracts
 - Arranged domestic and international travel for MD.
- 03/97 — 09/10 **WORD IN SEASON MINISTRIES** Warner Robins, Georgia
Executive Administrator
Duties: Responsible for initiating, planning, executing, monitoring and closing projects with specified timeframe
- Proofread correspondences from executives and coordinated schedules and conference room usages
 - Created Standard Operation Procedures for Admin and developed planning documents
 - Assisted CEO by tracking project activities, negotiated contracts and submitted documents for website updates
 - Arranged executive business travel reservations and organized documents to generate reports
- 06/08 — 03/09 **KOHL'S DEPARTMENT STORES** Macon, Georgia
Human Resource Generalist
Duties: Responsibilities involved producing expense reports and reconciling manager's credit card balances
- Provided supervisor with detailed reports and processed payroll and adjustments for all staff
 - Updated Employee Performance Tracker, performed background checks and initiated hiring process
 - Successfully handled separations and terminations.

EMPLOYMENT HISTORY *(continued...)*

- 01/06 — 10/09 **FREEDOM REALTORS OF MIDDLE GEORGIA** Warner Robins, Georgia
Acting Accountant/Office Manager/Real Estate Agent
Duties: Responsible for initiating, planning, executing, monitoring and closing projects with timeframe
- Developed planning documents, tracked building project activities and obtained proper documentation
 - Assisted residential builders in interpreting custom designs and plans, per buyers' desires
 - Coordinated city inspections, buyer walk-through, repairs, insecticide treatments and other cosmetic and structural work on rental and sale properties for purpose of property conveyance
 - Provided effective and efficient customer service and demonstrated clear understanding of all applicable state laws and regulations.
- 03/04 — 01/06 **NEW HOPE INTERNATIONAL** Warner Robins, Georgia
Executive Assistant
Duties: Responsibilities involved proofreading executive correspondence and arranging executive business travel reservations
- Researched, tracked and compiled pertinent demographic data and established SOP for volunteers
 - Initiated benevolent food bank efforts and collaborated with various staff and departments for special projects preparation.
- 03/03 — 03/04 **COX COMMUNICATIONS** Warner Robins, Georgia
Account Representative
Duties: Responsible for performing complete range of receiving, processing and balancing bill payments from customers
- Analyzed and evaluated customer service processes and trained new employees
 - Handled equipment for sales and rentals and assisted Branch Manager with tracking sales, public promotions and employee incentive activities.

EDUCATION

- FORT VALLEY STATE UNIVERSITY** Fort Valley, Georgia
Basic Courses, Completed Hours Toward Bachelor of Science in Education/Special Education
- MIDDLE GEORGIA TECHNICAL COLLEGE** Warner Robins, Georgia
Basic Courses, Completed Hours Toward Certificate in Early Childhood and Education
- BOROUGH OF MANHATTAN COMMUNITY COLLEGE** New York, New York
Basic Courses, Completed Hours Toward Bachelor of Arts in Liberal Art

SKILLS

- Computer (Microsoft Windows/Office Suite, Word 97-2007, Excel, Publisher)
- Software/Program (Outlook, Access, PowerPoint, Health IT/Electronic Medical Records, Oracle PeopleSoft, KRONOS Management, Lotus Notes, Media-Shout Software, Real Ledger Accounting Software, QuickBooks, Membership-Plus Software, Board of Realtors Multi-Listing Service Applications, Adobe Photoshop)
- Office Equipment (Telephone, Fax, Copier, Calculator)
 - Can type 55 wpm

TRAINING

- Training*, Title 7, FMLA, and ADA Training
Training, OSHA Compliance Training

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REFERENCES

Jewell R. Sconiers

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