

Katelyn Armstrong

White House, TN 37188

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PROFILE

I am seeking a position in a company where my skills can grow the business and the business can help me grow as a person and as a leader

EXPERIENCE

Central Support Operations Coordinator Level II, naviHealth; 2020 Present

As a central support operations coordinator Level II I am responsible for inputting informations for multiple types of authorizations for patient care so that a clinician can make a determination on patient care. I train new team member on the proper process. I assist in tasks to increase team efficiency and productivity.

Assistant Office Manager, Aspen Dental; 2019 2020

As an assistant office manager, I consult patients on their treatment plan prescribed by the doctor which can include signing patients up for financing. I assist in answering the phones, checking patients in for their appointment, answering billing questions, and putting insurance into the patient's account. I contact new patients two days in advance to welcome them to our practice. When the office manager is out of the office, I fulfill their duties.

Shift Lead, Key Holder, Bath and Body Works; 2018 2019

As a key holder, I was responsible for opening and closing the store per the schedule set by the store manager. I ensured the cash registers balanced and documented any discrepancies. I assisted in monthly or bimonthly floor sets by setting new products and displays according to the company standards. I coached associates as needed and ensured a beautiful store and pleasant environment during my scheduled shift.

EDUCATION

Volunteer State Community College — Associates Degree in Health Sciences, 2019

SKILLS

I am detail oriented with a strong work ethic. I am a quick learner. I am able to handle multiple tasks in a timely manner, even while under pressure. I type an average of 60 words per minute.

REFERENCES

Holly Cornish

Team Supervisor

naviHealth

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Brittany Hancock

Office Manager

Aspen Dental

(904) 252- 1243

Angie Williams

Store Manager

Bath and Body Works

(615) 268- 8494