

Rachel Johnson

OBJECTIVE: Office Manager

EXPERIENCE: 2005 – present Ashbaugh Center for Therapy Denver, CO

Office Manager

- Scheduling patients and answering multiple phone lines
- Patient billing using Medisoft software
- Insurance authorizations
- Scheduling meetings with doctors
- Obtaining necessary medical records for patients
- Handling patient issues with appointments, billing and insurance
- General office tasks

2000-2002 Word of Life Church Coon Rapids, MN

Assistant Treasurer

- Payroll using Quicken
- Bookkeeping

1998 Coldwell Banker Realty Coon Rapids, MN

Receptionist

- Answering multiple phone lines
- Scheduling home walk-throughs

1997-1998 Anoka-Hennepin Educ. Assoc. Anoka, MN

Office Administrator

- Answering phones
- Typing, formatting, and mailing monthly newsletter to area schools
- Preparing for weekly education board meetings
- General office tasks

EDUCATION: 1998 Blaine High School Blaine, MN

- High School Graduate

2001-2002 Harcourt Education Scranton, PA

- Career Diploma – Interior Decorating

SKILLS: Excellent communication and organizational skills; experience with Windows XP, Microsoft Word, Excel, and Medisoft Professional.

INTERESTS: Playing piano, cooking, hiking, Pilates

REFERENCES: Furnished Upon Request