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| HEATHER L. ACREE  4809 Wrightsville Avenue Wilmington NC 28403  980-308-1493  Hacreetwin93@gmail.com |
| Friendly Professional with excellent customer skills  Dedicated team player with strong work ethics and desire for excellence  Experienced in MEDIC AND MISYS Medical Software |

# Experience

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| Varied Jobs as waitress and hostess after moving to Wilmington including College Dinner**medi weight loss clinic, charlotte NC April 2015 – January 2017** Responsible for performing administrative duties of patient check in, phones, directing office flow, collecting payments, balancing at end of day and selling products for weight loss to patients. |
| oweida & christian orthopedic, charlotte nc (laid off ) FEBRUARY 2011–MARCH 2015 Responsible for administrative duties of patient check in, phones, directing office flow and entering accurate information for billing insurance payments for orthopedic practice.  **UROLOGY SPECIALIST OF THE CAROLINAS JANUARY 2005 – DECEMBER 2010**  Responsible for administrative duties of patient check in, phones, office flow & entering accurate information for billing. Effectively communicated with insurance companies to determine specification of coverage of insured. Trained and directed administrative staff in all aspects of front desk administration, end of day balancing and closing.  Also trained as surgical scheduler.  **CHARLOTTE EYE EAR NOSE & THROAT, CHARLOTTE NC JULY 2003 – JANUARY 2005**  Responsible for administrative duties of patient check in, phones, office flow and entering accurate information for billing, effectively communicated with insurance companies to determine specification of coverage of insured, end of day balancing and closing.  **MINTVIEW OB/GYN, CHARLOTTE NC JULY 1996 – JULY 2003**  Front desk associate, business office administrator. Responsible for patient check in, phones, office flow, insurance information, end of day balancing and closing. |

# Education

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| 1992, CUMBERLAND CHRISTIAN ACADAMY AND VARIED CLASSES ON MEDICAL OFFICE PROCE  REFERENCES UPON REQUEST |