

Krystal King

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Skills

- Work well with teams
- Excellent verbal communication skills
- Problem Solver
- Attention to details
- Ability to work under pressure
- Basic computer skills
- Flexible and able to adjust to the work environment
- Multi-tasking

Work History**Thompson and Johnson Equipment - 2016-current**

- Researched and resolved billing and invoice problems.
- Balanced batch summary reports for verification and approval.
- Revamped billing quality system to prepare for important audits.
- Coded and processed customer invoice payments.
- Verified details of transactions including funds received and total account balances.

AMP Urology- 2013-2016

- Organization of patient files and practice records
- Checked patients in and out of office, also entering insurance information
- Leveraged medical coding knowledge and communication skills to advocate for patients with insurers and HMOS
- Excelled at reversing denials into fully reimbursed medical claims
- Billing out patients co-pays

Olive Garden -2013-2017

- Serve patrons
- Open and close restaurant
- Perform food preparation duties such as preparing salads and cold dishes, brewing coffee in fast paced kitchen
- Present wine samples to all guests and open bottles for them upon their request
- Memorize restaurants wine stock and the meals they should accompany

Ruby Tuesday's -2009-2013

- Greeted patrons and took food and beverage orders.
- Mixed alcoholic and non-alcoholic drinks, including hotel specialty cocktails.
- Cleaned and maintained the bar area; arranged bottles and glasses to create attractive displays.
- Calculated bar tabs and collected and processed payments
- Opened and closed restaurant

Limp Lizard Restaurant -2009 - 2012

- Supplied service areas with coffee, food, tableware, and Linens.
- Maintained portion control for all food orders. Operated cooking equipment such as grills and deep-fryers.
- Prepared and beverages such as coffee, soda, and juice drinks, Alcohol
- Handled large cash drops at end of the night
- Open and close restaurant

Dinosaur BBQ- 2005-2012

- Open restaurant and prepare server stations.
- Stock and prepare bar, cut fruits, stock ice and glasses.
- Drop cash at end of shift.
- Serve food and drinks, ensure all is correct and in a timely manner.
- Describe menu and drinks and if there are any specials.
- Trained new waitstaff on menus and service standards.

References available upon request

