

Jessica Chilberg

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Summary: Motivated and reliable. Administration and Office Support professional with 12 years experience providing outstanding staff services and customer care. High-performing and creative, and able to relate easily to clients, staff, and colleagues. Seeking role with responsibility and flexibility.

Education: Clover Park
Technical College Surgical
Technologist Studies
2013-2014

Onalaska High School
Diploma-2006

Experience: Pre/Post Op Care (Registered Medical Assistant), 9/2014-1/2017
Pacific Cataract & Laser Institute – Chehalis, WA Admit patients and take vitals/blood sugars. Assist CRNA in anesthesia. Explain surgery to family/friends of patients. Travel to other sites and have knowledge of multiple surgeons different preferences.

Receptionist/Referrals Coordinator, 12/2009 - 5/2013 Steck
Medical Group - Chehalis, WA Check patients in and out.
Answer multiple phone lines and transfer calls accordingly.
Collect co-pays and do deposit preparation. Call on insurance benefits and obtain authorizations for referrals..

Receptionist, 9/2008 - 12/2009 Lacey Auto Body/South Sound Towing -
Olympia, WA Greeted customers. Answer multiple phone lines and transfer calls accordingly. Maintained cleanliness in the front office. Filing, Faxing, and other clerical duties.

Receptionist, 9/2007 - 9/2008 Kadel's Auto Body - Clackamas, OR
Customer service. Answer multiple phone lines and transfer calls accordingly. Maintained cleanliness in the front office. Handled Accounts receivable/payable. Filing, faxing, and other clerical duties.

Receptionist, 5/2005 - 8/2007 Cowlitz Timber Trails - Salkum,
WA Customer service. Directed members to appropriate location. Answer multiple phone lines and get messages to staff and members. Handled deposits. Filing, faxing, and other clerical duties.

REFERENCES AVAILABLE UPON

REQUEST