

Professional Writing

Writing well is not a gift, it is a skill that is developed. The written word takes no special talent really, it is a skill like any other. Regardless of the path you take after graduation, the ability to write clearly and effectively is critical to your success. Whether you are writing academic papers or writing for the workplace, your future audience will be professionals who need accurate information to make decisions.

In this discussion, you will present two samples of professional writing.

Choose two of the following:

1. **Professional statement:** A professional statement is generally required when applying to graduate school. You will need to write a detailed explanation of why you want to study a chosen subject and how it fits with your academic or career goals. This is an opportunity to describe your aspirations, values, and goals. The professional statement should not exceed two pages.
2. **Resume:** Present a resume you have used or plan to use for employment. Even if you have an old resume or rough draft, this is your opportunity to tune it up.
3. **Cover letter:** Provide an example of a cover letter you have used or plan to use for a potential employer.

Undergraduate degree in Psychology

Angelia Bell

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OBJECTIVE

Seeking an administrative position that allows me to demonstrate impeccable organization, customer service, communication, and management skills proven by 18 years of successful employment. Highly motivated, success-driven team player who works well with developing budgets and research. Goal-oriented and customer focused and a willingness to work with everyone on the team to reach company goals.

PROFILE

Motivated business professional with a successful 18-year track record of proficient administrative and management skills. I am quick at mastering technology having completed Microsoft Office Suite course. I am Diplomatic and tactful with professionals and non-professionals at all levels. I am Accustomed to handling sensitive and confidential records. Demonstrated history of producing accurate, timely reports meeting stringent HMO, Medicaid, and Medicare insurance guidelines. Flexible and versatile - able to maintain professionalism under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences. I thrive in deadline-driven environments and have got excellent team-building skills. Superior written and math skills, very creative, persistent, flexible, and great presentation skills.

SKILLS SUMMARY

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- Accounts Payable/Receivable
 - Report Preparation

- Human Resources
- General Office Skills
- Point Click Care Specialist
- Computer Literate
- Customer Service
- Scheduling
- Assessments
- Marketing & Sales
- Insurance Billing
- Accounting/Bookkeeping
- Front-Office Operations
- Professional Presentations
- Medical Billing and Coding
- Medication Administration
- Kronos Specialist
- Enterprise Specialist

PROFESSIONAL EXPERIENCE

Communication: Reports/Presentations/Technology: Prepared complex reports for managed care organizations and insurance companies, ensuring full compliance with agency requirements and tight deadlines. Timely billing of Medicaid, Medicare A/B and managed care insurance companies. Communicated medical concepts to patients and families using layman's terms to facilitate understanding. Create reports for Payroll Department. Closed, stored, and prepared medical record charts for professional staff. Proficient in Kronos software for processing payroll. Oversees budgets and the recycling of Revenue, ensure contracts are processed according to company policies. Completes monthly and quarterly reports for

Customer Service/Marketing/Problem Solving: Ability to organize and multitask in a competitive environment. Effective problem-solving skills and a strong desire to provide excellent customer service. Designed, developed and implemented marketing and sales fundraisers and employee incentive programs. Improved client and staff communication by maintaining ongoing relationships. Addressed customer inquiries.

Detail Mastery & Organization: Managed some aspects of day-to-day operations at a skilled nursing facility that include Implementing plans for transportation of patients, Patient scheduling for busy office. Finances: accounts payable/receivable, invoicing, insurance billing, budgeting. Overseeing staffing of nurses. Hired and trained staff members. Supervised Medical Records staff, Payroll Staff and Office Coordinator.

EMPLOYMENT HISTORY

Rescare: Regional Business Manager **3/2015 To Present**

Carolinas Healthcare/Atrium Health-HCT- **9/2015 To Present**

University Place Nursing and Rehabilitation - Charlotte, Nc **3/2009 – 6/2015**

Payroll Clerk, 3/2009 to 6/2009

Business Office Manager, 6/2009 to 3/2015

Admissions Coordinator, 12/2013 to 3/2015

Avante At Charlotte - Charlotte, Nc **2000- Present**

Restorative Director, 2000 to Present

Intermittent Medical Records Clerk, 2010 to 2012

Admissions Coordinator, 2004 to 2009

Human Resources Clerk, 2001 to 2004

Staffing Coordinator/Payroll Clerk, 8/2001 to 5/2004

EDUCATION BACKGROUND

BA, Psychology

Fayetteville Technical Community College

2017

Medical ICD-10 Coding Part 1 and Part 2,

Rowan-Cabbarus Community College - Concord, Nc

2016

Associate Degree in Liberal Arts

Welch Vocational School - Welch, Wv

1993

Certified Nursing Assistant, 1992

Mount View High School - Welch, Wv

1991

High School Diploma

Achievements and Rewards

National Honor Society,

5/2014

Capella University Deans List

11/2017

The President's Award For Excellence

1/2018

REFERENCES: Upon Request

TRANSCRIPTS: Upon Request
