

Objective To find a full-time position in the field of Psychology or Human Resources, or other field of interest that will utilize my degree as well as my computer knowledge, strong people skills, organizational abilities, and business experience.

Education *University of Hawaii, Manoa* *Honolulu, HI* *Present*
Masters Human Resources (Online)

University of Hawaii, Manoa *Honolulu, HI* *Obtained 2006*
Bachelors in Psychology

Experience

- Accounts Payable Clerk, Hilton Grand Vacation Club* *Honolulu, HI* *2007*
- Provided customer service to Hilton Grand Vacation Clubs in Guam and Hawaii.
 - Implemented a new filing system for quick access to vendor payment backup documents.
 - Handled vendor and internal AP inquiries.
 - Performed all check related issues and functions.
 - Set up new vendors in People Soft system.
 - Processed weekly check runs from Florida office (Corporate).
 - Processed month-end reports.
 - Reported directly to the executive accountant of HGVC.
- President, Hawaii Finance Management* *Honolulu, HI* *2004-Present*
- I provide services for local businesses in the Honolulu area.
 - Screened all incoming resumes for potential placement with a client.
 - Interviewing process with potential employees. (With assistance from SAP and PeopleClick).
 - Went through all beginning paperwork with employee once chosen.
 - Explained benefits package to new employees as well as health benefits.
 - Set up payroll and paperwork for new employees.
 - Such services include: Medical Billing, Management, Web Design, Accounting, Bookkeeping, General Business Advice, and Human Resource.
 - Learned a new billing program called MEDISOFT.
 - My website: <http://www.financemgmt.com>
- Business Manager, Aloha Osteopathic Professionals* *Honolulu, HI* *2002-2004*
- Manage a 10 person office (Including, payroll, weekly meetings, and terminations, hiring (all beginning paperwork), recruiting, and handling employee disputes.)
 - Accounting (Tracking of daily balance, payroll, accounts receivable, accounts payable, collections, and distribution of petty cash.)
 - Medical billing (Auto Accident, Workers Compensation, and local insurance companies as well as mainland companies.)
 - Experience with CPT coding, ICD9 Coding.
 - Handle disputes with patients and their billing.
 - Personal assistant for main doctor.
 - HIPPA Officer (HIPPA certified 2003)
 - Helped in the sales of medications and health insurance programs with local insurance.
- Office Manager, Lokahi Counseling Center* *Honolulu, HI* *2001- 2002*
- Ordering of Office supplies.
 - Answered Phones.
 - CPT coding.
 - Established close relationships with the local and mainland insurance companies.
 - Maintain patient's files.
 - Quick Books (Payroll, accounts receivable, accounts payable).
 - Contact patients daily to remind them of their appointments.
 - Used Outlook to maintain schedule for four people in office.
 - Handled any typing of letters and the distribution of them.
 - Used Paper Port to scan in various items.

- Encrypted Lab Reports for patient files using Adobe Acrobat.
- Kept track of Medications being distributed to patients.

Head Server and Bartender, Potawatomi Casino *Milwaukee, WI* *2000-2001*

- Received orders from customer and put into micros system.
- Worked late shifts when others could not work
- Helped managers with completing nightly tasks
- Counted all servers money at the end of the night and helped manager complete forms.
- When restaurant first opened went in on weekends to help with setting up.

Hostess and Server, Tony Roma's *Milwaukee, WI* *2000-2001*

- Took orders from guests and put them in micros system to be completed.
- Closed out outstanding checks.
- Opened restaurant, created floor plans, and seated guests.

Administrative Assistant and Recruiter, RCM Technologies *Milwaukee, WI* *1999-2000*

- Telephone management, typing, copying, faxing, mailing/shipping, and proofing various documents.
- Compiled expense reports for all associates in four offices.
- Maintained department files and kept them updated.
- Scheduled conference rooms and set up conference calls.
- Maintained and ordered office supplies, materials and equipment, plus kept office equipment working properly.
- Prepared organizational charts, presentations, graphs, etc. for team meetings.
- Handled the distribution of incoming mail.
- Responsible for tracking and processing incoming resumes.
- Kept track of reviews and raises for each employee that works for RCM.
- Was responsible for setting up travel arrangements for clients and employees.
- Was part of the hiring process for new employees including recruiting.

Office Administrator, Office Solutions *Milwaukee, WI* *1998-1999*

- Telephone management, typing, copying, faxing, and mailing/shipping
- Entered specific data into the new system
- Prepared legal documents for court appearances
- Made appointments and maintained schedules for a law firm

Customer Service Representative, Belcore *Lisle, IL* *1993-1998*

- Telephone management, typing, copying, faxing, and mailing/shipping
- Prepared students in a classroom environment
- Prepared materials for students
- Responsible for ordering and keeping track of office supplies
- Responsible for ordering mylars for Instructors
- Handled customer complaints and found solutions to them

Skills

- Detail-oriented and extremely well organized with experience in handling numerous priorities
- Team member with other support staff to ensure smooth operation of day-to-day business
- Proficient in all applications of Microsoft Office
- Knowledge of Visual Basic 6.0, Quick Books, and CPT coding

Honors

- Developed a system for processing resumes that is now implemented through out four Wisconsin offices (RCM)
- Produced a format for the Staff Directory that is now being fully developed at our Corporate Office in Pennsauken, New Jersey(RCM)
- Completed all four Microsoft Excel classes
- Implemented a method for keeping track of medications at Lokahi Counseling Center
- HIPPA certified 2003
- President of own company for two years
- Member of the Peer Mentor Ohana-University of Hawaii, Manoa
- Walked for Cancer in Honolulu for Peer Mentor Ohana