

Janet Bedolla

Felton, CA 95018

(831) 234-7686 onejanetb@yahoo.com

Objective: A **Medical Office** position where my experience, desire to serve, multi-tasking skill and attention to detail can be utilized

Personal Qualifications:

- Medical Billing, Medical Terminology and Coding ICD-9 and CPT
- Computer experience: MS Word, Excel and QuickBooks Pro version
- Strong Organizational skills
- Customer service experience - over 10 years
- Data entry
- Energetic and friendly with others

Relevant Experience:

- Managed a staff of 10 that included hiring, scheduling and training
- Maintained employee records
- Accounts Payable and Receivable
- Payroll that included federal and state tax reports
- State Board of Equalization sales tax reports
- Bank reconciliation
- Balancing cash and credit card sales daily
- Multi- phone line and front desk experience
- Provided one on one senior care

Work History:

Receptionist – La Posada Senior Retirement Community Santa Cruz 2011

Caregiver – Private and Senior Network Services Santa Cruz 2008 - present

Owner – Tucson Taqueria in Scotts Valley 1991 – 2010

Volunteer Work:

Good Samaritan Hospital – Patient services and Records dept

Twin Lakes Church – Stephen Ministry - A 50 hour training program designed to equip volunteers to assist people in crisis

Education:

Medical Front Office program thru Shoreline Workforce Development Services 2010-11