229 LODER AVENUE · WILMINGTON, NORTH CAROLINA 28409

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**ANGELA CARNEY RUSSELL**

**CAREER OBJECTIVE**

A position with a growing company that encourages and challenges strong professional and personal growth.

**EDUCATION**

1998 Cape Fear Community College, Wilmington, North Carolina

  ***American Chiropractic Registry of Radiologic Technologist***

1995-1997 Cape Fear Community College, Wilmington, North Carolina

  ***General Academic Courses***

1994-1996 North American Biological, Inc.

  ***OSHA, CLIA, CPR Certification***

1996 Cape Fear Community College, Wilmington, North Carolina

  ***State Certified Emergency Medical Technologist***

***1993 -1995 Cape Fear Community College***

 ***State Certified Nursing Assistant***

**WORK EXPERIENCE**

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**2018 & 2019 Island Massage & Spa**

 ***Seasonal/Summer Client Services***

Payroll Daily Deposits/Reporting

Data Entry Errands for Owner

Phones Schedule Client Appointments

Interviewing Sales/Canvass

**2015-2017 Millenium Home Design of The Carolinas**

 ***Office Manager***

Payroll Daily Deposits/Reporting

AP/AR Weekly Sales Meeting

Phones Schedule Sales Appointment

**2012-2015 Simply Noelle**

 ***Customer Service Representative***

Answer Multi Line phones Daily Admin Reports

Data Entry Regional Marketing for Sales Rep

Intake of orders

**2007-2011 Delaney Radiologists Group, Wilmington, North Carolina**

***Billing and Refund Specialist******Cashier***

Insurance verification Answer multi-line phone

Analyze overpayment on accounts Payment posting

Daily deposits/reports File Claims

Data entry Issue refunds

Medical records Data Entry

Month end reports Shipment coordinator

Customer relations Daily ledgers

**2001-2005 Hand Therapy of Wilmington, Wilmington, North Carolina**

***Patient Account Representative/Assistant Office Manager***

Marketing Insurance verification

 Insurance filing Accounts receivable

 Appointment Scheduling Patient check-in/out

 Daily deposit Answer multi-line phone

 Medical records Data entry

**1999-2001 HealthSouth Rehabilitation, Wilmington, North Carolina**

 ***Front Office Coordinator for Multi- Therapist Practice***

 Appointment scheduling

 Patient intake

 Payment posting/deposit

 Insurance verification/Filing

 Answering multi-line phone

 Medical records

 Order supplies/equipment

**1998-1999 Southeastern Chiropractic Group, Wilmington, North Carolina**

 ***Receptionist Therapist Assistant***

 Patient check-in/out X-rays

Appointment scheduling Modalities

 Insurance verification Assist chiropractor

File Insurance Data Entry

 Monitor phones Referrals

 Payment posting Attorney Relations

Daily deposits

**1996-1998 Wilmington Orthopaedic Group, Wilmington, North Carolina**

 ***Front Office Supervisor***

 Supervise 8 employees

 Employee scheduling

 Weekly management reports

 Employee evaluations

 Assist front office with daily duties

**1993-1996 North American Biologicals, Inc., Wilmington, North Carolina**

 ***Physician Substitute- Assistant to James Tidler, MD***

 ***Certified Medical Receptionist, Laboratory Technician and Phlebotomist***

 Administer immunizations (Hepatitis B, Tetanus, Rabies)

 Urinalysis testing and pre-screening for donor eligibility

 Pre-examination screening (Blood pressure, Iron level, Drug screening)

 Quality assurance specialist for OSHA, CLIA and FDA requirements

 Handled all medical emergencies throughout center

 Shipping product coordinator

 Training specialist for clerical and interoffice staff

**VOLUNTEER/RELATED EXPERIENCE**

2012-2014 PTA New Hanover County Schools

2012-201. Bellamy School

 Classroom Volunteer-Assist in skill testing, teaching

1994-1996 New Hanover Regional Medical Center, Wilmington, North Carolina

  ***Emergency Room Volunteer-Clinicals for EMT Certification***

1994 Pinnacle Rehabilitation Center, Wilmington, North Carolina

  ***40 hours of patient assessment and daily chart updates, taking vitals***

1993-1994 Cape Fear Hospital, Wilmington, North Carolina

 ***Emergency Room Volunteer-Registering new patients and assisting families***

**SPECIAL SKILLS**

Medical Terminology Microsoft Word

Microsoft Outlook Quickbooks Office/Business

Imagine Multi-line Telenex System

Payor Path HIPPA/OSHA Compliance Training

EMT-B CPR Certification

Type 60 WPM Facsimile/Scanner

**REFERENCES**

 Kathy Ormsby, Certified Hand Therapist/OTL Wilmington Orthopaedic

 Rehabilitation. Contact# 520-1433

 Wyemma Gonzalez, Surgical RN Wilmington Surgcare, Wilmington, North

 Carolina. 28401 Contact# 470-9801