**JACQUELINE C. SKLENKA**



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**Professional Summary**

Administrative Assistant 3 /Surgical Coordinator with over 22 years of exceptional office assistance, including but not limited to, expense tracking and reimbursements, staff and Provider scheduling, credentialing and new provider onboarding, billing and coding, in a busy medical office setting. Quality‑focused and committed to approaching administrative tasks with tenacity and attention to detail.

I am looking to join a company that will allow me to learn, and hopefully grow into new opportunities after proving that I can handle all of the responsibilities that are initially given to me. I am highly motivated, a self-starter and I am ready to begin a new challenge!

**Skills**



Professional phone etiquette



Excellent communication skills



Fast learner



Articulate, organized and well-spoken



Accurate and detailed



Social media knowledge



Pleasant demeanor



Maintains a positive attitude and gets along with coworkers



Excellent planner and coordinator



Advanced clerical knowledge



**Work History**

**Administrative**, 8/2000 to Present

**Connecticut Children’s Medical Center (formerly Children's Eye Care, PC)** –Farmington, CT

Quick charge entry, while working as a liaison between the Doctor’s and Central Billing Office



Answers and manages incoming and outgoing calls while recording accurate messages



Prepares expense reimbursements to send to payroll for 4 Doctor’s



Prepares and conducts a daily huddle for the office staff each morning



 Maintains a clean and organized desk area, including lounge and associated areas

Cross-trained and willing to cover different roles in the office when needed





Assist practice manager with staff scheduling



 Communicates with families to identify and resolve insurance issues

Assists with new staff training



**Client Success manager,** 12/2019 to present

**Bell City CrossFit- Bristol, CT**

**Education**

**High School Diploma**: 1999

**St Paul Catholic High School** - Bristol, CT

**Central Connecticut State University**-

1999-2000

**References available upon request**