

OBJECTIVE: To work in an accounting environment that allows me to grow professionally and use my knowledge and experience to ensure the company's success.

EDUCATION:

2011-2012 Southwestern College Winfield, Kansas
Masters in Accountancy
Overall Grade Point Average: 3.00
Graduated: May 2013
Anticipated CPA Exam Qualification: August 2013

2009-2011 Southwestern College Winfield, Kansas
Bachelors of Science
Major: Accounting & Human Resource Management
Overall Grade Point Average: 3.246
Graduated: May 2011

WORKING EXPERIENCE:

December 2011 - Present Staff Accountant, Mize Houser & Company, Topeka, Kansas
Post payments

- Post Monthly Journal Entries
- Pull together prelim and final financial statements
- Update depreciation schedules
- Prepare year end tax information
- Pull files and upload for the client

October 2008- December 2011 **Accounts Receivable Clerk Medicaid/Healthwave**, Family Service & Guidance Center, Topeka, KS

- Post payments
- Work Denials
- Answer Customer Questions
- Process documents
- Process denials
- Bill insurance
- Transcription

October 2001-March 2007 **Accounts Receivable Clerk**, Family Consultation Service, **Wichita**, Kansas

- Post to the general ledger
- Reconcile various accounts
- Post payments
- Schedule 1st time appointments
- Process paperwork
- Bill insurance companies
- Help train new employees
- Solve customer complaints with billing
- Manage self-pay accounts

REFERENCES: Available upon request.