

Beverly Young Reed, CPC

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1 (360) 867-8142

Administrative/Clerical/Customer Service:

Instituted a customer service program that increased profits every year for 3 years. Coordinating patient care and record management while following HIPAA standards. Coordinated trainings, events, and conferences while staying on time and within budget.

Skills

- Customer Service Orientated
- Proficient in Microsoft Office suite
- Accounts Payable/Receivable
- Proficient NeoGov
- Inventory tracking and ordering
- Proficient with oral and written skills
- Event/Conference Planning
- State Procurement

Experience

Office Assistant 3

WA State Employment Security Office

Nov 2021 – Present

Provide coordinated support to the team while assisting in the development and implementation of processes and procedures. Acting as the backup to the Administrative Assistants 3 & 5. Provide personal and payroll support as well as assisting on recruitment and hiring activities.

WISe Family Partner

Apr. 2017– Nov 2021

Catholic Community Services, Olympia WA

Engage with families who are part of WISe services. Supported families in advocating for themselves in the mental health community. Enter client notes in Care Logic.

Office Manager

Feb. 2014–March. 2017

Whidbey Island Chiropractic, Oak Harbor, WA

Manage Electronic Health Care records, schedule clients, process insurance payments, order office supplies, Plan and run outreach events.

Cashier/Soft Count

2012 - 2013

Club Hollywood Casino, Shoreline, WA

Count money, process payments, track paperwork, keep an accurate 3 tills of cash and chips, count daily money taken in from the gaming tables, paying out wins, creating money fill for gaming tables.

Virtual Office Support

2006 - 2009

CSN LLC, Riverside, CA

Answer phones, schedule Technicians, order equipment needed for site, process paperwork and pictures into files, trouble shoot issues with job sites, or technicians.

PTA

Various locations

1993-2012

Local unit & Service Delivery Team legislative chair, Local unit President, Service Delivery Team Member, Region 4 Director, Council President, various committees and class presentations.