

AMY MATONEK

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To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

EXPERIENCE

MARCH 2019 – TO PRESENT

OPERATIONS SPECIALISTS I, HUNTINGTON BANK

- Responsible for reviewing and assigning tasks on new/change accounts.
- Reviewing tax ID changes.
- Assisting branches with questions on account opening procedures.
- Assisting with document indexing.
- Data Quality Management and Research.

NOVEMBER 2017 – MARCH 2019

CLERICAL, DEXIOS

- Data Entry Dictation.
- Responsible for maintaining and organizing daily mail.
- Scanning and indexing document for business.
- Assisted in running cash transactions back and forth to other offices.
- Handling deceased patient accounts.
- Various clerical duties as needed.

JULY 1997 TO AUGUST 2017

ADMINISTRATIVE ASSISTANT, MID-MICHIGAN VETERINARY HOSPITAL

- Maintained Office inventory and equipment.
- Worked with various vendors ordering medical supplies.
- Maintained patient information.
- Responsible for scheduling and updating office information.
- Obtain revenue and recorded all financial information.
- Collected patient transactions and 3rd party outstanding payments.
- Assisted doctors and clinical staff with medical procedures and treatment

EDUCATION

JUNE 1985

FRANKENMUTH HIGH, FRANKENMUTH, MI

SKILLS

- Customer Service
- Phones/Multi-line system
- Patient Data Entry
- Keyboarding/40 WPM
- Driven
- Patient Charting Entry
- Filing/Faxing
- Team Player/Reliable
- Medical Terms
- Data
- MS Word/Excel/PowerPoint

REFERENCES: EXCELLENT REFERENCES AVAILABLE UPON REQUEST