

Kathy L. Taylor Reeves

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OBJECTIVE:

To obtain a challenging position in the Administrative or Technological field with a growing organization utilizing strengths; administrative, clerical and internet research experience while continuing education.

PROFILE:

- Comprehensive experience with administrative and business office applications, including health and insurance. Data entry, word processing, proof reading, detail oriented for business applications, web site content, Internet research, and customer service. In health care, received certificate of completion for medical billing and coding.
- Skilled in sales; Ladies' retail, B2B on auto-dialer experience using diverse applications; credit cards, local and long distance, and national debt collections..
- Demonstrated ability to exceed sales quotas utilizing customer service skills and keen eye for detail, ability to expedite transition from a physical to a virtual environment.
- Excellent computer skills including MS Word, Excel, PowerPoint, Outlook; used for communications, spreadsheets and documentation.
- Self-motivated and energetic with a strong aptitude for learning new systems and procedures.

EDUCATION:

- **Colorado Technical University, Denver, Colorado.** **4/2010- Present**
Relevant Courses: MS Office Applications, Principles of Business, Career Planning and Development; web cam operation, resume and interview processes.
- **University of Phoenix, Phoenix AZ.** **2/2007-12-2009**
72 Credit hours, Health Care Administration/IT.
- **Digitrain/Abbott, Southfield, Mi.** **Diploma(s) 2005**
HealthCare Assistant/Medical Billing & Coding (CPT- ICD-9);
Relevant Courses: Medical Terminology/Anatomy, Laws and Ethics, Coding, Testing and Clinical for Health Care Assistant/Medial Billing Coder.
- **Hallmark Business Machines Institute, Detroit, Mi.** **Diploma(s) 6/82**
Relevant Courses: Key punch/Data Entry, Math Fundamentals of Computer Science; hexadecimal, binary, octal, basic accounting 1. Business Applications Languages: Report Program Generator II, COBOL.

PROFESSIONAL EXPERIENCE:

- **Quality Reviewers, New York, N.Y.** **1/2010**
Per Diem position utilizing Office Excel application to research and edit internet information for submission.
- **E-commerce, Web site: Health care & Technology** **11/2006-Present**
Develop and implement content and marketing tools for e-commerce site to assist internet-preneurs with information on how to work from home. Concept is from both areas of work experience. <http://www.ktaylorfaith.org> .
- **Eastwood Nursing, Detroit, Mi.** **2/2005-12/2009**
Part-time, CNA: Assist with activities of daily living, vital signs; blood pressure, pulse, respiration. Monitor patients' appetite during feeding and skin during hygiene and grooming. Assisting in mobility transfers using body mechanics, charting and reporting to charge nurse
- **Help Is At Home Detroit, Mi.** **2003-2006**
Part-time, Home Help Aide: Assist with medicine reminder, household chores and errands for elderly and home bound clients.
- **Roseberry's Adult Foster Care, Detroit, Mi.** **2003-2004**
Part-time, Direct Care: In charge of ladies and co-ed homes with activities of daily living, pass medication, cooking, laundry, activities and to supervise other household duties. Monitor and chart for report.
- **Azalea Epps Foster Care, Detroit, Mi.** **9/2002-3/2003**
Part-time, Direct Care Aide: In charge of ladies and co-ed homes. Pass medication, assist and monitor activities and chores, ordered medication and set Dr.'s and other appointments.

COMPUTER SKILLS:

Microsoft Office: Word, Excel, PowerPoint & Outlook, Updating Access and Microsoft Office for certification through Michigan Works and Project 2007 through Video Professor. **2010**

Additional skills and Training:

Certification: Privacy Rule and Health Care Practice, University of Phoenix **10/2009**

Certification: Certified Nurses Assistant, Wings Healthcare, B.A., Oklahoma **1/2001**

Diploma: Commercial Financial University, Tulsa, Oklahoma. Account Officer, (National Debt Collections). **6/1999**

Certification (s): TCIM Marketing, Tulsa, Oklahoma. B2B Sales Representative AT & T Sales, Credit Protection. **10/97-5/98**

Volunteer: Telemarketing and cold calling: Fraternal Order of Police, Disabled Veterans of America, Veterans of Foreign Wars, Muskogee, Oklahoma. **1992/1993**

References upon request