
STACY LAVISKA



S2LAVISKA@YAHOO.COM



321-634-4138

OBJECTIVE

I am currently looking for a full-time position in an environment that offers a greater challenge, increased benefits for my family, and the opportunity to help the company advance efficiently and productively.

SKILLS

Excelled in programs such as Microsoft office, Outlook, Excel, EMR, Group Management, TRACE, STAR, Pixcert, Biscom Power point, Adobe /55WPM

REFERENCES

Robert Daniel "Wingnut" 321-506-7880 Wignut@iHeartMedia.com •
Shantel Behanna 321-591-6202
shanteldior143@gmail.com • Dennis
Steel 321-507-0122
dsteel41085@hotmail.com

Experience

HEAD OFFICE TECH/BEACHSIDE PHYSICAL THERAPY

March 2016- Current

In charge of a high-volume clinic. Verifying insurance and benefits for all patients. Collect payments and scan documents into digital charts. Training new employees as well as organizing all new referrals.

PATIENT BUSINESS SERVICE REP/HEALTH FIRST

September 2015-March 2016

In charge of getting authorizations for all patients from five hospitals. Recording all authorizations into the digital charts and worked on getting the hospital charges paid. Making sure all patients demographics coming into the ER are correct and all balances were sent to insurance companies.

SERVER/BOOKEEPER/ BJ'S BREW HOUSE

July 2015- June 2016

Opened new restaurant in 2015. Balanced all register drawers from all shifts. Handled all bank deposits for GARDA. Checked inventory receipts and entered items into supplies database.

SERVICE TRAINER/CHEDDARS

May 2013-September 2015

Opened new restaurant in 2013. Trained all new workers. Attended trainer meetings. Served customers with excellent customer service. Would open and closed the restaurant. Was very flexible with any shifts.

INSURANCE REP/ BEACH MEDICAL IMAGING

Dec 2005- January 2008

High-volume radiology office. Scheduled all new referrals. Verified all insurances and obtained authorizations for MRI/CT scans. Answered phones and scanned in all tests in new digital chart system. Trained all new workers.

EDUCATION

Eau Gallie High 1999-2003

Brevard Community College Melbourne Campus 2003-2005

