

# Alexa Currier

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## EDUCATION

**Assumption College**, Worcester, MA

**Bachelor of Science**, Major: **Organizational Communications**

*Anticipated May 2018*

**Victoria University of Wellington**, New Zealand

*February 2017 – July 2017*

### *Project Work:*

- *Created a marketing analysis on purchasing habits of different demographics and how to be appealing to each*
- *Developed campaigns, situational analysis, and video to promote a specific product to a target market*

## EXPERIENCE

**Maine Medical Center**, Portland, ME

*April 2015 – Present*

Patient Access Associate – Emergency Room

*Coordinated all ER and outpatient admission and registration processes*

- Verified patients' insurance eligibility and collected patient responsibility payments
- Maintained patient charts for Business Office and Medical Records
- Responsible for medical necessity coding for Medicare patients
- Efficiently expedited patient records between Business Office, Medical Records, and Registration in a 24-hour window of completion
- Established appropriate methods of reception for the Emergency Room and Outpatient Services
- Promptly and compassionately greeted and assisted all patients in a timely manner
- Improved admission processes and through innovative observation, implemented a new intake procedure that saved hospital staff time and liability in document security

**Key Achievement:** *Received multiple "Moment to Shine" awards*

**Hannaford Supermarkets**, Buxton ME

*June 2013 – April 2015*

Cashier – Front End

*Receive payment from customers by cash and credit cards and issue receipts, refunds, credits to customers.*

- Establish and categorize prices of goods by means of calculators, cash registers or optical price scanners.
- Resolve customer complaints if required
- Worked daily with petty cash and with more than \$15k
- Calculate money in cash drawers at the beginning and the end of shifts for accuracy of transactions and petty cash
- Greet customers entering in grocery store.
- Maintain spotless and arranged checkout areas of grocery store.

## ACTIVITIES/VOLUNTEER

**Love Your Melon**

*September 2015 - Present*

Event Manager

- Plan and manage all events on Assumption College Campus
- Reach out to local hospitals to arrange visits
- Member of the Executive Board, and Vice Captain

## SKILLS

- Microsoft Office (Excel, Word, and PowerPoint)
- Skilled in Photoshop, Adobe Illustrator, and InDesign
- Adept with social media marketing with LinkedIn, Twitter, Facebook, and Snapchat
- Critical Thinker