

Audrey McGrath

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audreymcgrath@gmail.com

Education:

Georgia State University- Atlanta, GA Expected: December 2019
Bachelor of Science in Criminal Justice
Minor of Psychology- Anticipated in

Lanier Technical College- Oakwood, GA May 2009
Diploma in Accounting

Professional Work Experience:

Dunwoody Psychiatry & Psychotherapy Center January 2018-Present
Office Manager

- Supervise clerical staff to handle activities such as filing patients' records, handling the billing, co-pays and processing and assisting with filing insurance claims.
- Oversees billing and collections
- Making sure all employees implement office policies.

Aegis Science Solutions October 2015-December 2017
Laboratory Collection Tech/ Phlebotomist

- Collected biological specimens at client sites for the purpose of conducting scientific testing.
- Maintained the integrity of the collection process, obtaining insurance information for billing purpose.

Calloway Laboratories June 2011-October 2015
Field Service Representative

- Completed requisition forms in their entirety including insurance information, physician's signature, diagnosis code, and patient medication.
- Assisted with completion of billing paperwork.
- Resolve or convey any issues or concerns the client may have to the appropriate department manager.
- Assisted with the training of new field service representatives.

Blockbuster Video September 2008-June 2011
Assistant Manager/Sales Manager

- Ensure the overall execution of merchandising standards and marketing programs while maintaining a clean store environment.
- Overall accountability to ensure that proper cash controls and loss prevention procedures were in place and followed per company standards.
- Analyzed store's financial data and acted to grow revenues and control costs .

References: Available upon request.