

# Mayla Myers

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## Professional Experience

### **Sunset Marketing; (Contracted to Embraer, Aviation) Macon, GA (February 2021 – Present)**

#### ***Technical Support Associate – Point of Sale***

- Analyze supply chain data and prepare daily reports for senior leadership
- Ensure compliance with FAA Standards for aircraft maintenance and supplies.
- Create and update purchase orders
- Manage inventory order placement
- Use SupplyPro supply chain software to run analytics and maintain inventory

### **Ancora Pain Recovery; Greensboro, GA (2017 – 2019)**

#### ***Scribe/Medical Assistant/Procedure Technician***

- Performed patient intake and complete charting for 300-400 patients per month
- Interfaced with patients, physicians, pharmaceutical representatives, and law enforcement personnel
- Assisted Physicians with patient care, including ordering procedures and surgeries; Operating Room preparation; surgical assistance including transcribing surgeon's notes; building care plans for patients
- Operated C-arm and Ultrasound Equipment
- Performed all aspects of patient charting including intake
- Handled billing for Medicaid and private insurers
- Performed EHR Reconciliation
- Ensured HIPAA and CMS standard compliance, Medicare/Medicaid Billing.

### **Imports Only; Warner Robins, GA (2015 – 2017)**

#### ***Office Manager***

- Greeted customers and provided excellent customer service
- Interviewed, hired, reviewed, and terminated employees
- Developed and deployed internet advertising and social media marketing content
- Developed, reviewed, and updated web content
- Trained new hires on office procedures, customer service, and sales techniques
- Handled company payroll, taxes, and accounts payable

### **Self-Employed Hospice Caregiver/Case Manager; Warner Robins, GA (2013 – 2014)**

- Provided 24/7 care for hospice patient including dementia care, dialysis treatments, meal preparation and nutrition, wound care, and medication monitoring
- Accompanied patient to doctors' appointments; served as patient advocate

### **Men's Healthcare Center; Macon, GA (2000 – 2001)**

#### ***Medical Assistant***

- Performed patient intake, took patient vitals, collected specimens, and performed tests
- Operated onsite lab; worked closely with doctors and pharmacists to treat patients

### **Medical Center of Central Georgia; Macon, GA (1997-2000)**

#### ***Pharmacy Technician***

- Pulled prescriptions for patients, doctors, and nurses
- Compounded medications
- Communicated with insurance companies on formulary and non-formulary needs

## Relevant Skills

Practice/Office management; healthcare management; customer service; phlebotomy; medical coding; hospice care; laboratory experience; POS inventory system operation; social media marketing and management; bookkeeping; supply chain analytics. Medicare/Medicaid.

## Relevant Software Applications/Systems

**Software Applications/Systems:** Electronic Health Records software (including Epic), MS Office Suite, Google Docs, Google Analytics, Constant Contact, videoconferencing software, WordPress, SupplyPro