

SHERI DILLON

8401 Jackson Road
Sacramento, CA 95826
206-428-8475

dillonsheri67@gmail.com

QUALIFICATIONS AND SKILLS

- Team player with strong interpersonal skills and a great attitude
- Works well under pressure and in a fast paced environment
- Great organizational skills
- Exceptional work ethic; dependable, reliable, consistent, fast learner
- Thrives in a diverse environment

PROFESSIONAL EXPERIENCE

Plates Café and Catering (Training Program), Sacramento, CA

7/2015 –

Present

Expeditor, Waitress, Hostess

- Ability to work under pressure and organize food orders in a timely manner.
- Consistently provide quality assurance by organizing presentation of food and drinks for onsite and offsite catering events.
- Provide high quality customer service in the areas of server, hostess, and cashier according to company standards.

Coram Infusion Pharmacy, Sacramento, CA

2010-

2011

Insurance Authorization

- Worked and communicated effectively with various insurance agencies including Medical and Medicare, to obtain authorizations for IV drug treatments for patients.
- Insured proper ICD 9 codes and prescriptions were completed.

Apria Healthcare, Sacramento, CA

2004-2010

Lead of Kaiser Contract

- Supervised 6 employees at one time.
- Arranged orders for DME for patient discharge, CPAP supply, and O2 orders.

EDUCATION

GED

California Department of Education, Sacramento, CA