

**Debra (DJ) Hobart**

**PO Box 7161 Citrus Heights, CA 95621-7161**

**Cell (916) 335-1917**

•Microsoft/Windows Office 2016-Office 365 Software, Adobe Acrobat, HSP Software, Encore Software, Redcard Software, QuickBooks, Sage MAS 90 4.1, Norton Security, UNIX Paradox (Data Based System), Oracle/Java, SXC (Catamaran), Cute FTP & Win Zip Software (FTP Files), 1099 based software (TFP etc.) and various other DOS, SQL based software applications...

• Internet Explorer Safe Secure Searches, Google Chrome - Business email and verification of company information

•Maintenance of various office equipment such as: printers, mailing machines, phone systems and various office supplies when needed for company equipment and employees...

• Medical Health Insurance, Pharmacy Insurance, Auto Industry Wholesalers, Building Material Wholesalers, Retail Sales Clothing/Grocery Merchandising, Food Industry Dining for various companies...

Professional Skills: Over twenty five years of administrative experience with a strong background in accounting, contracting, general office administration, warehouse, sales and customer service.

**WORK EXPERIENCE:**

***Cogir Management USA Inc/Brookdale Living Communities***

7418 Stock Ranch Road

Citrus Heights, CA 95621

(916) 725-7418 Contact HR Dept

01-19 to Current

(2019) Server/Utility

**JOB DUTIES/RESPONSIBILITIES:**

Take food orders, provide quick and efficient delivery with quality and service with a smile, bus and reset banquet areas, backroom dishwashing, food prep, room delivery.

***RMSI***

2301 Armstrong, Suite 113

Livermore, CA 94551-9348

(925) 443-4147 Contact HR Dept

08-18 to 01-19

(2018) Project Merchandiser

**JOB DUTIES/RESPONSIBILITIES:**

Reset specified stocking sections to Retailer provided schematics. Cut in new products to sections using retailer provided schematics and distribution grids. Audit and correct distribution of existing products using retailer provided schematics and distribution grids. Set up advertising signs and displays on shelves, counters, tables and other specified locations. Build and Maintain Good Relationships with Store Managers, FMC's, ICC's and other Key Store Personnel. Set up displays and various racking fixtures per retailer programs. Report work daily in SRS reporting system. Must have all work entered by Monday COB for previous week worked. Clean display cases, shelves and aisles. Conduct audits and surveys of store fixtures store attributes or necessary information. Installation and maintenance of shelf strips. Provide continuity coverage based upon identified on-going schedule. Examine merchandise to identify items to be reordered / replenished. Stamp, attach or change price tags on merchandise according to price list. Re-Stock shelves and displays with new

merchandise. Augment shelf or fixture delivery. Special projects and position involves working independently in the stores cutting in new items, checking distribution on items, setting up displays, and doing small resets. Requires data entry online and access to a printer will be needed. A company tablet will be provided to complete data entry while in the store. M-F Days of the week and hours are flexible - rep can choose their dates for each project, and hours in store can be between 5am - 3pm. No hours are guaranteed, they vary each week by the amount of projects given.

***Sears Holdings LLC***

3333 Beverly Road

Hoffman Estates, IL 60179

(847) 286-2500 Contact HR Dept (Managers were Anastasia & Myra @ Citrus Heights CA location)

05-18 to 07-18

(2018) Cashier/Softlines Associate

**JOB DUTIES/RESPONSIBILITIES:**

Provides the highest degree of Member service by making the Member the first priority; this includes stopping other merchandising tasks in order to assist members. Greets every Member who enters the zone to begin the Member First Engagement process tasks in order to assist members. Greets every Member who enters the zone to begin the Member First Engagement process of greet, discover, solve, and close. Demonstrates the right behaviors in the selling process and takes ownership for identifying needs and recommending appropriate solutions. Engages with Members in a professional manner to deliver a Members First Maintains thorough knowledge of available merchandise, and services to assist Members in locating and selecting merchandise. Strives to deliver a WOW member experience every time, and seeks feedback to ensure they are delivering the right experience, Strives to deliver a WOW member experience every time, and seeks feedback to ensure they are delivering the right experience, and understand how to improve. superior concerns and complaints, and escalates concerns as needed.

***AppleOne***

3300 Douglas Blvd. Ste. 170

Roseville, CA 95661

(916) 945-5055 Contact Jose Mejorado

06-17 to 11-17

**JOB DUTIES/RESPONSIBILITIES:**

(2017) Accounting Specialist

A/R invoice billing for numerous client accounts for a well known health insurance company for incoming revenue under contract ended on November 2017. Prepare an average of 2200 statements for mailing via USPS or PDF's, Excel for emailing to clients. Research & accurately apply daily receipts to client accounts, Work with clients, brokers, and TPA's on various problems and concerns regarding billing, statements and insurance coverage issues on commercial groups, Research, reconcile, audit, resolve and make adjustments on accounts. Call or email on past due accounts. Assist with set-up of new client accounts for billing needs. Establish procedures and processes for billing dept. Worked with migration of old data base software to new data base software with changes needed to complete this project for billing department.

***American Health Care Administrative Services***

3850 Atherton Road

Rocklin, CA 95765

(916) 773-7227 Contact HR Department

10-97 to 03-16

**JOB DUTIES/RESPONSIBILITIES:**

(2006- 2016) Accounting Specialist



Running bank reconciliations for one of our operating accounts, Wire transfer postings, A/R invoice billing for several of our client accounts (approximately 100 plus) for incoming revenue, Cold calls on outstanding A/R accounts for our clients, Run member eligibility reports for client billing, Run G/L daily transaction reports, Update accounting G/L codes with new changes when implemented, Run current G/L reports for review and hard filed, assist managers with projects, A/P payments for vendor payments on invoices approved and received, Member reimbursement reviews and payments, Calculate staff commissions for payment, Handling of all A/P duties for all aspects for our vendor's payments, follow-up with A/P issues for reconciling files regarding payments, Payroll duties, Pharmacy detail billing for adjudication of payments to pharmacies, Yearly workup of all W-9 for 1096, 1099 filing and submitting of payment for year end, Managed all company supply use and ordering for entire office (100 plus employees), Manage company mail use and output of USPS mailings along with funds, Company marketing materials such as envelopes, business cards assist with system problems at times, mass mailing for conventions, business projects, Picked up and set up weekly Friday company breakfast for employees.

**(2000-2006) Pharmacy Contracting/Networks**

Pharmacy contracts beginning through end of set up processes, interact with major pharmacy network of clients, spreadsheets for quarterly reports, Set up new accounts, Customer service calls, Update entire pharmacy directory, PBM and Workers Compensation contracts, Contract pharmacy enrollment and terminations, Pharmacy remittance, Client pharmacy notifications for new plans, Office supplies, Postage, Publishing materials.

**(1997-2001) Workers Compensation Administrator/DUE (Drug Utilization Evaluation)**

Compile all batches for Workers Compensation for data processing of outgoing checks and EOB's process for accounts payable and receivable clients. Pull billing folders to calculate total pharmacy costs and eligibility for clients in excel spreadsheets, Client Processing Notifications and audit various NDC codes and history on medication of clients, documenting of various doctor and pharmacy letters for Disease Management for formulary guideline recommendations, Office supplies, Postage, Birthday celebrations, Overnight carrier mailings (Fed-Ex, UPS), Company functions for potlucks or luncheons.

**Education:**

**\* OSHA - Certificate of Training Industrial Services/Lift Truck Training (February 2018)**

San Juan School District - Assessment and Certification Typing @ 47 wpm (2016)

American Health Care - (2011-2015) ongoing courses required by company

Sunrise Technical Center/San Juan School District - Certified in Small Business Solutions - Accounting (2007)

American River College - Business English Composition & Medical related courses. (1992-1994)

MTI Western Business College - CRT Courses Computer Science -Data Processing Degree certified.

CA State Licensed Cosmetologist

Elk Grove High School (Graduated on Honor Roll)

**References:** Randy Lapeyri @ (800) 819-0615 - Currently doing contract work here started in 2007 - current

JC Taylor @ (530) 613-1894

Jose Mejorado @ (916) 945-5055

**Hobbies:** Watching informational documentaries, treasure surfing the web, various applications for social media, reading, snowboarding, bicycling, swimming, rollerblading, baseball, gardening, sewing, crafting, weekend adventures, volunteer work (when available), DIY car/home projects, music and quality time with family and friends.