

Carmen M. Jasper

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ABILITIES, TECHNICAL SKILLS, KNOWLEDGE

- California ServSafe Certificate, current
- ARC Hospitality courses
- Acrobat Outsourcing exp./ banquet service
- Catering help / ABC Bartending school
- Windows, MS Word, Excel, Outlook, Quick Books
- Strong attention to detail, focus on quality, organized
- High level of integrity and trust, punctual
- AA degree, Spanish speaking

Acrobat Outsourcing Employment - 2012

EMPLOYMENT HISTORY

Release of Information Clerk

March 2018 – August 2018

Contract ending

CIOX Health / Integrity Document Solutions
UC Davis Health / HIM Dept. Medical Records

Process all release of medical records information requests in a timely and efficient manner ensuring accuracy, and providing customers with the highest quality product and customer service. Copying / scanning medical records accurately and correctly. Validates requests and authorizations for release of medical information according to established procedures and HIPAA guideline. Heavy phones and front desk.

OFFICE ASSISTANT

Feb. 1, 2016 – March 2018

California Department of Social Services
Home Care Services Bureau / Sacramento, CA

Perform clerical support functions for licensing and registering in the Home Care Services Bureau: provide efficient and timely processing for Home Care Organization licensing, and process/enter applications for the Home Care Aide Registry into the Caregiver Background Check database. Enter HCO applications into the LIS system, and the Access Database. Provide customer service phone support.

LEAD DOCUMENT IMAGING SPECIALIST

Feb. 2013 – Jan. 2016

Access Information Management
Sacramento, CA

Prep and scan hard copy documents (medical files, legal, etc.) for digital imaging using a Kodak i4200 high-speed scanner. Perform quality checks on all documents, and make corrections as needed. Perform heavy, fast data entry, indexing of required fields. OCR and convert documents into pdf, CD's, DVD's, or upload to client web-hosted repository.

MEDICAL INSURANCE PAYMENT POSTER

Jan. 2011 – Apr. 2011

Sutter Physician Services
Manpower Temp Agency

American River College

AA Degree in Social Science, 2014
Phi Theta Kappa Honor Society

American River College Hospitality & Culinary program
Courses:

Food Theory
Baking
Knife Skills
Becoming a Chef
American Cuisine
Beverage Operations

ABC Bartending School - @ 2012

References

Brandon Ferriera

Access Information Management
916- 548-1153

Yvonne Koenig

Wells Fargo Bank
e-Business System Consultant Mgr.
323-807-7429

Veronica Baeza

ARC Culinary Program
916-628-6910