

Lucille C. Jaco  
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Objective: To utilize my strong organizational skills, my willingness to learn and ability to work well with others.

Education:

Calhoun Community College, Huntsville, AL; Attended August 2005-January 2006-General Studies

The University of South Alabama, Mobile, AL: Attended August 1986-January 1988-Business Administration/Psychology studies

McGill-Toolen High School, Mobile, AL; 1985-diploma graduate

Work Experience:

Maxillofacial Surgery Center of Huntsville, Inc., Huntsville, AL, March 2007-August 2009. Performed office duties including but not limited to: receptionist, appointment scheduling, handling of money, billing, insurance filing of commercial and private insurances, verification of insurance benefits, assisting the physician with patients as needed.

Huntsville City Schools, Huntsville, AL. August 2006-2007, PRN. Substitute Teacher for grade K-5, including Special Education and Speech Therapy classes.

Eugene L. Tate, MD, Otolaryngologist (retired 2004). Worked fulltime 1993-1998/Part time 2003-2004. Duties included, but not limited to receptionist, appointment scheduling, assisting physician with in office examinations and procedures, medical chart maintenance, bookkeeping, handling of money, payroll for up to 9 employees, filing of commercial and private insurance, scheduling of surgery, insurance verification and pre-certification.

The Heart Center, Huntsville, AL, January 2001-May 2003. Duties included, but not limited to: Support Services Personnel, initial intake of patient, data input, insurance verification, appointment and surgery scheduling, department liaison, switchboard operator for up to 27 physicians, travelled to satellite offices in Scottsboro, Guntersville, and Fayetteville to assist one on one with physician as needed with patient exams, handling of money, maintenance of medical records.

Miscellaneous:

CPR Certified

PTA Board of Directors, Farley Elementary School, Huntsville, AL, Secretary/Corporate Programs Director, 2004-2007

Mayfair Church of Christ Vacation Bible School Volunteer

Mayfair Church of Christ Medical Mission, Belize, Central American, 1994

References:

Available upon request