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| Winnie L. Sutherland | 20 Whitehall RoadHooksett, NH 03106(603) 261-0313winonaleesutherland@yahoo.com |

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| **SUMMARY OF QUALIFICATIONS** |
|  |              15 years administrative experience            Two years brokerage experience |
| **EDUCATION** |
|  |  **B.A.  English Major –** Bishop’s University, Lennoxville, Quebec**Diploma of Collegiate Studies** – Communications and Languages, Champlain College, Lennoxville, Quebec    |
| **COMPUTER SKILLS** |
|  | **Platforms**: Windows  **Software**: Lotus 1-2-3, MS Office Pro, WordPerfect, Excel, Adobe PageMaker, PhotoShop, Phunkey,  Acrobat, IMC and Desktop    |
| **RELEVANT EXPERIENCE** |
|  | **Medical Office Manager****Chiropractic, Concord NH**            Directed patient finance department and supervised patient data entry,  front desk and therapy departments            Staff training and insurance filing            Consulted with physicians to obtain data on flagged claims to facilitate  review process            Assistant to chief medical director and treating chiropractors            Incorporated new patient data and accounting software for existing office            Specialized in financial report of finding to patients to encourage patient compliance with doctor recommended treatment programs  **Document Controller****Hewlett Packard, Concord, New Hampshire**         Processing and coding medical claims for the State of New Hampshire          Medical office work and medical terminology and billing  **The Gifford Group, Inc.**          Office Management           Researched commercial real estate created annual Tower Report          Reorganization of department to attain accreditation           Payroll |
| **Activities** |
|  | Toys for Tots, Fund Raising & Preschool French Lessons |