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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 |