

Jennifer Zimmerman

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Summary of Skills

- 10+ years of administrative and clerical experience
- Exceptional attention to detail and organizational skills
- Demonstrated proficiency utilizing Microsoft Access and Excel
- Strong communication and interpersonal skills with talent for working with the public

Work Experience

Accounting Clerk

March 20xx – Present

Purchasing Department, MercyOne Siouxland Medical Center, Sioux City, IA

- Reconciled received checks and completed payment on outstanding charges
- Verified prices on vouchers, invoices, and receipts and recorded transactions in general ledger
- Prepared price sheets with approved vendor information
- Scanned documents and digitally filed them within Excel database

Patient Service Representative

September 20xx – February 20xx

Unity Point Clinic Family Medicine, Sioux City, IA

- Greeted and directed patients and other visitors
- Verified patient data, provided billing information, and collected payment for service
- Scheduled patient appointments and provided reminder phone calls
- Assisted in training newly hired clerical employees

Bank Teller

January 20xx – August 20xx

Liberty National Bank, Sioux City, IA

- Handled customer financial transactions, including deposits, withdrawals, transfers, checking, and money orders
- Ensured cash drawer was balanced at start and finish of work shift
- Provided exceptional customer service by acting quickly and problem solving

Community Involvement

PTA, Morningside Elementary School, Sioux City, IA

August 20xx – Present

United Methodist Women, Grace United Methodist Church, Sioux City, IA

October 20xx – Present

Education

Bachelor of Applied Studies – Human Relations emphasis

May 20xx

The University of Iowa, Iowa City, IA

- GPA: 3.8/4.0

Associate of Arts – Accounting emphasis

May 20xx

Western Iowa Tech Community College, Sioux City, IA