

# Lisa George

Philadelphia, PA 19154

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215-932-1741

# I'm a dedicated, resourceful and compassionate professional who excels in resolving challenges with innovative solutions that increase efficiency, customer satisfaction and the bottom line.

## Work Experience

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### **Surgical Coordinator and Assistant Office Manager**

Ankle & Foot Surgical Associates

2004 to Present

Repeatedly promoted during my 14-year tenure, culminating in current responsibility for coordinating all office functions and supervising a team of administrative professionals.

- Implemented and trained office staff on Electronic Medical Records.
- Successfully managed and met criteria for Meaningful Use Requirements.
- Successfully managed transition and launch of a new EMR software program Nextgen/Meditouch.
- Coordinate all expert witness legal work for the practice, which includes, but is not limited to the following:  
Scheduling Independent Medical Examinations and depositions. Transcribe narratives, prepare invoices, correspond with attorneys, third party record companies and insurance companies.

### **Office Manager**

Thomas J. Kennedy

1999 to 2004

Office Manager

Managed all aspects of this Gynecology practice until the doctor's retirement and then worked as his personal assistant.

# Reclaimed outstanding payments from various insurance companies and successfully closed practice.

### **Office Manager**

George Landscape and Snow Removal

1994 to 2003

Managed all aspects of office, including client management, contract development and accounting.

# Negotiated contract terms, successfully entering into agreements with various commercial vendors.

### **Legal Assistant Bankruptcy/Litigation Departments**

Lawrence J. Tabas

1988 to 1993

Responsible for carrying out duties in a legal setting under the guidance of attorneys, including giving legal advice, researching information for court cases, and presenting cases in court.

# Assist attorneys in preparing for trials and court proceedings.

# Draft pleadings and motions filed in court.

# Identify appropriate laws, judicial decisions, legal articles, and other materials for assigned cases.

## Education

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Archbishop Ryan High School for Girls

1978 to 1982

## Skills

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- # Office Management
- # Staff Development & Training
- # Patient Care
- # Meaningful Use Requirements

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- # Surgical Scheduling
- # Workman's Compensation
- # Disability Insurance
- # Family Medical Leave Act
- # Legal Transcription

- # Records Management
- # Meeting & Event Planning
- # Electronic Medical Records
- # Inventory Management

Even disposition. Patience of a saint. Pleasant nature. Positive energy. Knowledge of all basic office skills. Quick learner of new systems. Dependable. Loyal. Resourceful. Multi Task wizard. (20+ years). Witty with a good sense of humor. Active member of Byberry Friends Quaker Meeting where I serve on several committees and the Governing Board of Trustees. Member of my local Civic Association, where I enjoy participating in volunteer opportunities, in and outside of my community. Hobbies include reading, working out, writing a humor blog and enjoying my family.