



# KATELYNN MAYERS

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## Summary

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Self-motivated, outgoing and reliable worker that is capable of achieving high performance with minimal supervision. Proficient in assisting, strategic decision maker and offering a copious amount of years in experience working in the industries of customer service.

## Skills

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- Time management skills
- Conflict and dispute resolution
- Excellent communication
- File/records maintenance
- Quick learner
- Microsoft Office
- Financial records and processing
- Adaptive team player
- Invoice processing
- Inventory control procedures
- Superior organization skills
- Self-motivated

## Experience

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- Transition Engineering Surveying LLC. | Newark, DE  
HR Administrator  
10/2018 - 03/2019
- Developed policies and procedures, handled company and professional liability insurance, accounts receivable and accounts payable, company taxes, invoicing, writing proposals, client phone calls and emails, filing and scanning documents and assisting the boss with administrative task.
- First State Health & Wellness - Brandywine | Wilmington, DE  
Chiropractic Assistant  
11/2017 - 10/2018
- Patient history intakes, collecting co-pays, verifying insurances, filing documents, completing doctor notes, customer service, sells products, inner-referential stimulation setup, organize files, manage patient flow for doctors.
- DCMFM | Newark, DE  
Clerical Assistant  
09/2018 - 10/2018
- Front desk responsibilities at the hospital included: HIPPA & OSHA Training, filing, answer calls, scheduling appointments, writing doctor notes, scanning records, collecting money, verifying insurance, customer service.

## Education and Training

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- Virginia Commonwealth University | Richmond, VA  
Associate of Arts in Dance  
2015
- Delaware Technical and Community College - Owens | Georgetown, DE  
Associate of Science in Occupational Therapy  
2020

## Accomplishments

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Miss Delaware Outstanding Teen 2010, \$15,000 Artistry Award from Philadelphia School of the Arts, White House Honoree on Behalf of my High school, Internship with Bethany Hall-Long, Miss Brandywine 2015, Miss Wilmington 2016 (1st runner up at Miss Delaware), Miss Newark 2019, Platform proclamation approved.

**Certifications** 

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HR Administrator, Notary Republic Certification