

Timothea Anderson

Objective To utilize my knowledge and skills for advancement in the medical field.

Experience 2004–2007 Arkansas Children’s Hospital Little Rock, AR

Area Manager

- Input and approved payroll, assist nurse manager with duties
- Managed budget monthly with reports to administration, conducted interviews
- Assisted with duties of the clinics (schedule appointments, schedule surgeries, verify Medicaid eligibility, registration, charging, abstracting, collection of money, coordination of clinic flow, etc) and provided assistance as needed

2003-2004 TruService Federal CU Little Rock, AR

Member Service Supervisor

- Multi-tasked duties included monitoring transactions daily, balanced teller drawers, prepare month end reports
- Balanced general ledgers
- Discussed financial management solutions and options with members

2003 UARK FCU Little Rock, AR

Little Rock Area Manager

- Handled day to day operational functions (supervised six employees, balanced drawers, audits, balanced vault daily)
- Conducted benefit fairs, distributed loan papers and verified signatures, ordered and released titles, research accounts, conducted interviews, background checks, made telephone calls for collections and payment arrangements

1998-2002 Regions Bank Little Rock, AR

Wire Transfer Specialist

- Process incoming wires, process savings bonds, reconciliation for the branches and the vault account, reconciliation for electronic cash advances
- Officer assignments, process mail for the lockbox customers, accounts receivables
- Balancing general ledgers, researching account information for customers, and subpoenas

1997-1998 Deposit Guaranty National Bank Jackson, MS

Wire Transfer Specialist

- Customer Service Representative
- Research of lost wires and verification of outgoing and incoming wires

1997 MS State Dept Jackson, MS

Data Entry Clerk

- Inputting immunization records in the state registry

1995-1997 Cardinal Health Jackson, MS

Data Processor

- Process reports, distributed printouts to designated departments, processed invoices, bills, credit memos, return authorizations
- Issued credits, processed orders, quality control operator
- Repaired computers

1994-1995 Wackenhut Security Jackson, MS

Dispatcher

- Responsible for incoming emergency and non-emergency telephone calls, data entry, conducted criminal and personal background checks.
- Responsible for dispatching security officer to designated areas

Education

2000-2002 John Brown University North Little Rock, AR

- B.A., Business Administration and Organizational Management

Interests

Reading, volunteer at the Boys and Girls club, mentoring