**Kimberly Free**

315 Mallory Ct

Jonesboro, Arkansas 72401

 (870) 761-0519

kimfree3@juno.com

**PROFESSIONAL STATEMENT**

Committed and motivated professional with exceptional customer service and decision making skills. Strong work ethic, professional demeanor and great initiative. Excels at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals. Seeking a role of increased responsibility.

**SKILLS**

* Microsoft Office proficiency
* Meticulous attention to detail
* Results-oriented
* Self-directed
* Time management
* Professional and mature
* Strong problem solver
* Schedule management
* Computer-savvy
* Resourceful
* Customer service-oriented
* Multi-line phone proficiency
* Critical thinker
* Filing and data archiving

**ACCOMPLISHMENTS**

Leadership

* Served as key contributing member to Leadership team.

Documentation

* Ensured charting accuracy through precise documentation.
* Reviewed medical records for completeness, assembled records into standard order and filed records in designated areas according to alphabetic and numeric filing system.

Administration

* Answered multiple phone lines.
* Performed administration tasks such as filing, faxing reports, and photocopying.
* Liaised with HR department to establish employee benefits, training, payroll and termination procedures.

**RELAVENT EXPERIENCE**

MobilexUSA Little Rock, AR

04/12-Present

**Mobile Radiologic Technologist**

PRN traveling position. Use company provided vehicle to travel to various nursing homes in the Northeast Arkansas region to perform doctor requested X-ray exams. Process films and transmit via internet. Complete requisition forms and input patient data into database. Maintain accurate daily records and filing. Strictly adhere to HIPPA privacy regulations. Provide exceptional customer service.

Advanced Orthopeadics Jonesboro, AR

11/10-10/12

**Radiologic Technologist/Administrative Support**

Completed diagnostic radiographic procedures using film screen technology. Assessed patients and determined radiologic exams to be performed. Assisted doctor with administering steroid injections. Removed sutures and casts when required. Assisted nurse with pre-certifying and scheduling other diagnostic exams. Maintained medical records and records requests. Ordered supplies for clinical and radiological use. Scheduled patients using Edimis program. Assisted with answering multi-line phone system. Performed routine data entry.

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Arkansas State University Museum Jonesboro, AR

 01/08-11/09

**Gift Shop Cashier**

Federal work study employee at Museum gift shop. Assisted with inventory and ordering of merchandise. Priced and replenished shelves. Provided dedicated customer service. Operated register and balanced shift reports.

Wal-Mart Jonesboro, AR

03/07-08/07

**Furniture Department Manager**

Replenished shelves, set modular, ordered merchandise, set up displayed feature items. Operated hand held computer to perform managerial duties. Extensive customer service. Worked with company previously in same location from 02/92-07/99 in various departments: Cashier, Accounting Office, Receiving, and Floor Associate stocking Paper Goods and Health and Beauty Aids.

ESP of Missouri / Gateway Clean Air Program St. Louis, MO

 05/02-03/07

**Southern District Floating Manager**

Directly managed a crew of three by tracking daily mileage, payroll, and scheduling. Oversaw operations of six stations and assisted station managers with the management of staff employees. Tested emissions on vehicles with OBDII and/or IM-240 procedures. Issued waivers following state regulated guidelines. Acted as customer service and complaint mediator. Conducted certification classes for Lead Lane supervisors and Assistant Managers as per the specifications of the Department of Natural Resources of Missouri. Performed routine data entry. Balanced daily sales receipts and deposits.

**EDUCATION**

Arkansas State University Jonesboro, AR 08/07-05/10

**BSRS Radiographic Science Imaging Specialist** Degree: 2010

**AAS Radiologic Technology** Degree: 2010

**AS Applied Science** Degree: 2010

**REFERENCES FOR KIMBERLY FREE**

Elizabeth Novacinski

Retired / Sales Floor Associate

Wal-Mart

130 Leggett St.

Jonesboro, AR 72401

870-268-0427

Kathy Pierce

Retired/ Accounting Associate

Wal-Mart

303 Elm St.

Swifton, AR 72471

870-340-8615

Therese Christensen

Commercial Artist

503 Southeast 6th St.

Greenfield, IA 50849

515-897-0371

Matt King

Radiologic Technologist

MobilexUSA

816 Hester St.

Jonesboro, AR 72401

901-486-3538

Vicky Lucci

Decorating and Sales Consultant

Levin Furniture

937 Charles St. Ext.,

Pittsburgh, PA 15106

412-952-6274

Vikkie Greenway

Registered Nurse

1440 Battery Drive

Prairie Grove, AR 72753

479-422-6827