

Christa Seedorf

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(405)245-4970

Experience

Office Manager JCM PLUMBING LLC

March 2008 - to Present

- Accounts Receivable and Accounts Payable management through Quick Books and Excel
- Bid review and reconciliation for New/Repair for work orders
- Compiling delivery of services and inventory used to prepare invoices
- Collecting monies on accounts
- Analysis of credit applications and verifying information with customers and vendors
- Opening vendor and customer accounts
- General Human Resources Duties
- Marketing oversight and approval
- Dealing with vendors and customers providing courteous and supportive customer and vendor services

State of Oklahoma 1998-2011

Administrative Assistant II

February 2011 - August 2011

- Accounts Receivable and Accounts Payable management through Quick Books and Excel Spreadsheets
- Yearly Budget Preparation according to Department, State, and Federal policy and regulation
- Hiring and recruitment of Temporary Farmhands
- Processing orders made to the department
- Bid Solicitation for procurement

Administrative Assistant II /Utilization Review Coordinator

February 2007 - February 2011

- Review Coordinator for Mental Health prior authorization processes
- Collecting Mental Health and federally regulated Client Data Core for approximately 2000 Adult and Children Cliental from 25 Licensed Clinicians and Case Managers for prior authorization process
- Coordinated Unused Medication Donation Program collecting Medications from several Nursing Homes across the state saving over \$100,000 a year
- Received Governors Accommodation for group award on Indigent Medication Program

Administrative Technician III

April 2004 - February 2007

- Office Receptionist
- Check in and Check Out Clients into Health Department Services
- Medicaid and insurance billing

Human Resources Generalist/Administrative Technician

October 1998 – April 2004

- Recruiting and staffing orientation
- Process New Hire, Termination, Retirement Paperwork including Exit Summaries
- Performance management and improvement and tracking
- Organization development training tracking
- Employment and compliance to regulatory concerns and reporting and filing
- New employee orientation, development
- Policy disbursement FMLA, HIPPA and other Federal/State regulations
- Organizational employee communication of HR Policies and Practices
- Compensation and benefits administration
- Prepare Inmate information packets for 120 review process for 7 Oklahoma Districts for possible release
- Compile and prepare inmate files incoming to the Lexington Reception Center
- General administrative duties

Other Interest

Volunteer Coordinator Rebel Oaks Animal Sanctuary 501-C3

2000 - Present

- Promotion and marketing
- Volunteer coordination
- Collaboration with other organizations for donations
- Prepare presentations

Education

Southern Nazarene University

2011 Master of Business Administration, MBA GPA 3.695

2007 Bachelor of Science, Organizational Leadership

Oklahoma City Community College

1998 Certificate of Medical Transcription, Office Administration