

Kayla McCauley

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2021
Major: Management Information Systems
GPA: 3.13

ACTIVITIES & AWARDS:

Association for Information Systems, 2019
Gamma Iota Sigma 2018
Temple Cheerleading 2017-present
Universal Cheer Association 2017-2018
Captain, Ridley High School Varsity Cheer Squad 2017

EXPERIENCE: RECORD REPRODUCTION SERVICES - Media, PA November 2017 - Present
Patient Integrity Specialist, Audit Department

- Mentored as a Patient Integrity Specialist as well as a Payer Service Specialist
- Worked side by side with forty co-workers in one location
- Interacting with over five hundred doctor facilities
- Hired as a patient auditor, promoted to a legal associate, and continued on to answer legal billing phone calls. Further on I received position of HIPAA compliance safety
- During my employment at Record Reproduction Services I added value in various ways by helping the company reach their budget goals
- My use of time management, multi-tasking skills, and balanced oriented skills allowed myself to accomplish a job originally designed for multiple people

FRANKLIN MINT CREDIT UNION - Broomall, PA August 2017-May 2017
Internship

- While interning during my senior year of high school I was one of the four interns responsible for the following; assisting the new members through the enrollment process, handling opening accounts and reconciled deposits as well as assigning debit cards to over thirty new members

HOT SPOT 4 – Wildwood, NJ May 2015 - August 2017
Server

- As a server of Hot Spot, I was one of thirty employees working at approximately five different locations
- After serving for two years I was promoted to opening and closing management

SPRINGFIELD COUNTRY CLUB – Springfield, PA October 2016 - March 2017
Banquet Server

- Standing at one location, Springfield Country Club is a popular ballroom associated with a restaurant and golf course
- Over one hundred employees collaborated to ensure the Country club consistently operated at full success
- Provided customer service at the Country Club by assisting at banquets ranging from sports banquets to wedding receptions
- Objective of this position was making sure our customers were satisfied to the fullest

SKILLS & LANGUAGES:

- HIPAA Certified