

PAULA BEHNK

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PROFESSIONAL SUMMARY

My goal is to obtain a position using my skills and experience where I can become a valuable asset to my employer, co-workers, clients and/or patients. I am an experienced professional with strong leadership and relationship-building skills. In addition, I am meticulous in organization, excellent at juggling multiple tasks and working under pressure. I have broad industry experience which includes Customer Service, Healthcare, Accounting and Education.

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SKILLS

- Well developed verbal and written communication skills
- Extremely organized
- Excellent attention to detail
- Skilled in customer service
- Strong work ethic
- Knowledge of medical terminology
- Self-motivated
- Strong interpersonal skills
- Always willing to learn
- Highly dependable

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WORK HISTORY

Reception/Clinic Coordinator, 11/2013 to 12/2017

Maui School of Therapeutic Massage – Makawao, HI

- Managed scheduling of student and professional clinics
- Worked directly with students, clients and faculty to maximize efficiency and maintain continuity
- Reconciled accounting of clinics
- Handled medical insurance claims and billing

Scheduling/Treatment Coordinator, 01/2013 to 11/2013

Maui Smiles, Inc – Kahului, HI

- Patient care and communication
- Management of front desk duties
- Generate billing statements and insurance claims
- Chair-side assisting

Tasting Room Associate, 01/2011 to 06/2012

Maui's Winery – Ulupalakua, HI

- Tasting Room Staff, Tour Guide
- Internet Orders and Shipping
- Accounting and Deposits
- Closed out cash register and prepared cashier report

Administrative/ Accounting, 06/2006 to 01/2013

Ultra Dive, Inc – Wailea, HI

- Scheduling of classes and tours
- Generated monthly billing statements
- Assisted in scuba/snorkel classes

Elementary Teacher / French Teacher / Teacher Trainer, 08/1999 to 06/2006

Carden Academy of Maui – Pukalani, HI

Dental Hygienist, 02/1991 to 12/1997

Howard Shimokawa D.D.S. – Kihei, HI

- Performed patient evaluation and education
- Sub-gingival scaling, root planing and local anesthesia

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EDUCATION

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Associate of Science: Dental Hygiene,

NOVA - Annandale, VA

Cum Laude, Class President

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CERTIFICATIONS

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CPR, First Aid and AED Instructor 2010 to Present

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REFERENCES

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- References available upon request