

Korie J Huettl

Experience

Minot State University, North Dakota Center for Persons with Disabilities, Minot ND

Administrative Assistant 2008-Present

- Administrative assistant to the Executive Director of NDCPD, assisted in planning events, meeting minutes
- Project secretary for ND Disability Health Project, assisted in preparation of the Healthy Lifestyles program
- Support for IVN teleconference studio, schedule IVN meetings
- Assist with SPDG evaluation project

North Central Human Service Center, Developmental Disabilities & Day Care Licensing Units, Minot ND

Administrative Assistant 1998-2008

- Provide medical transcription for clinical nurse specialist
- Authorize reimbursement for family subsidy program and compliance audits for family support services
- Type staff work reviews
- Process mail and travel vouchers and perform other general office duties
- Provide clerical support for daycare licensing unit

L. Mark Bell, DO Private Practice Psychiatry, Minot ND

Medical Secretary/Receptionist 1996-1998

- Responsible for answering telephones, scheduling appointments, computer billing, medical transcription, and general office duties

UniMed Medical Center, Outpatient Mental Health, Minot ND

Medical Secretary/Receptionist 1992-1996

- Responsible for answering telephones, scheduling appointment, medical transcription, computer billing and general office duties

Huettl's Automotive, Max ND

Business Manager 1988-1997

- Processed accounts receivable, accounts payable, payroll and reports
- Responsible for all business and accounting aspects of the family owned business

Cheyenne Internal Medicine & Neurology, Cheyenne WY

Medical Secretary 1986-1988 & 1990

- Served as secretary to the office administrator
- Responsible for answering telephones, scheduling appointments, medical transcription and computer billing.

Education

Moorhead Area Technical Institute, Moorhead MN *Medical Secretary, Diploma 1982*

Computer Proficiency

Microsoft Office including: Word, Excel, Powerpoint, Outlook, Publisher, Sharepoint

Qualifications

Customer service, word processing and typing, scanning, faxing, copying, multi-line telephone, organizational skills, problem solving