

Dr. Kevin Green

1105 W Dorchester Way ♦ Mustang, OK 73064 ♦ (405) 343-0099 ♦ kevinmg927@gmail.com

Objective

Position in the education field allowing for the use of academic knowledge acquired throughout the last eight years of professional education.

Skills Summary

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|--------------------------------------|----------------------|------------------------------|
| ♦ Wide academic knowledge and recall | ♦ Computer Savvy | ♦ Insurance Billing |
| ♦ General Office Skills | ♦ Customer Service | ♦ Accounting/Bookkeeping |
| ♦ Report Preparation | ♦ Scheduling | ♦ Front-Office Operations |
| ♦ Written Correspondence | ♦ Marketing & Sales | ♦ Professional Presentations |
| ♦ Project Management | ♦ Organized & prompt | ♦ Public speaking |
| | | ♦ Patient education |

Professional Experience

COMMUNICATION: REPORTS/PRESENTATIONS/TECHNOLOGY

- ♦ Prepare complex reports for managed care organizations and insurance companies, ensuring full compliance with agency requirements and tight deadlines.
- ♦ Author professional correspondence to customers and vendors.
- ♦ Design and deliver series of classes for local businesses and associations, providing ergonomic counseling and educating employees on proper lifting techniques to avoid injury.
- ♦ Conduct small-group sessions on nutrition and exercise counseling.
- ♦ Communicate medical concepts to patients using layman's terms to facilitate understanding.
- ♦ Rapidly learn and master varied computer programs.

CUSTOMER SERVICE/MARKETING/PROBLEM SOLVING

- ♦ Oversee front-office operations and provide impeccable customer service:
 - ♦ Built a clientele supported by 60% referral business.
- ♦ Develop and implement strategic marketing plan for business:
 - ♦ Fresh out of college launched a private practice from the ground up.

OFFICE MASTERY & ORGANIZATION

- ♦ Partner/owner and practitioner of Live Well Mustang Chiropractic:
 - ♦ Manage all aspects of day-to-day operations
 - ♦ Facility rental/maintenance.
 - ♦ Patient scheduling for start up office.
 - ♦ Finances: accounts payable/receivable, invoicing, insurance billing, budgeting.
 - ♦ Compliance with all healthcare facility, HMO, and insurance requirements.

Employment History

LIVE WELL MUSTANG CHIROPRACTIC – Mustang, OK
Partner/Owner/Operator, July 2009 to Present

Education

PARKER COLLEGE OF CHIROPRACTIC – DALLAS, TX
•Doctor of Chiropractic Degree, 2009 •Bachelor's of Wellness, 2009

(Four-year advanced degree requiring 30-34 credit hrs. per quarter.)
Licensed to practice chiropractic in the State of Oklahoma

SOUTHWESTERN OKLAHOMA STATE UNIVERSITY– WEATHERFORD, OK
Pre-Chiropractic studies, Major: Health Sciences, Minor: Biology 2005-2006

CLARENDON COLLEGE – CLARENDON, TX
Associate's of Science 2003-2005