

JANE PICKETT

Atlanta, GA 470-422-5996 jlpickett1007@gmail.com www.linkedin.com/in/jane-l-pickett

SUMMARY

Accounting, administrative, and office management professional searching for an internship/co-op in the construction management field. Utilizing the skills honed from prior work experience in healthcare administration, as well as current construction experience and education, into an opportunity to learn while completing a bachelor's degree in Construction Management.

EDUCATION

Kennesaw State University, Marietta, GA May 2021
Bachelor of Science, Construction Management

Chattahoochee Technical College, Woodstock, GA December 2005
Healthcare Management Certificate
Interior Design May 2018

RELEVANT COURSEWORK:

Architectural/Construction Graphics
Codes
Graphic Presentation
Principles and Elements of Design
Building Materials and Textiles
Residential Design

SKILLS

INDUSTRY: Take-offs, Blueprint Reading, Cost Management, Hand Rendering, Drafting,
RELATED: Invoicing, Accounting, Account Management, Contract Negotiation, Customer Service, Multi-tasking, Research, Training, Event Planning/Management, Inventory Control/Management, Technical Writing
Scheduling, Organizational Skills, Multi-tasking, Account Reconciliation,
COMPUTER: Revu Bluebeam, Building Connected, OnScreen Takeoff, Proforma, Mc2 Estimating, AutoCAD, Procore, Revit/BIM, Sketchup, Microsoft Office Suite

WORK EXPERIENCE

Stepping Stone Pediatrics, Kennesaw, GA 2015-2017
Billing Manager

- Negotiated contracts with government and private insurance
- Processed patient invoices, insurance payments
- Resolved discrepancies or errors in patient or insurance billing
- Interacted both face to face and via phone with patients and insurance companies
- Audited patient charts to ensure compliance with HIPAA
- Was the HIPAA Privacy Officer and in-house trainer for HIPAA and OSHA
- Created appropriate patient forms related to financial responsibility

Carolina Neurosurgery and Spine Associates, Charlotte, NC

Medical Administrator to the Director of Pediatric Neurosurgery, Levine Children's Hospital 2012-2013

Financial Counselor 2011-2012

- Coordinated surgeries between surgeons, physician assistants, hospitals, medical representatives, and patients
- Scheduled and coordinated all patient appointments, surgeries, imaging, and other requirements of the surgeon
- Negotiated payment settlements with personal injury attorneys and insurance companies
- Maintained spreadsheets of all outstanding patient debt
- Created monthly billing reports

Carolina Foot and Ankle, Huntersville, NC

Office Manager, Multiple locations 2008-2010

- Responsible for all insurance and patient billing
- Processed financial reports on a weekly, monthly, and quarterly basis
- Reconciled outstanding insurance claims which increased revenue by \$1.5 million
- Worked with the Insurance Commission of North Carolina and insurance companies to resolve outstanding issues with payments
- Credentialed physicians with the NC Medical Board, hospitals, government insurances, and private insurances

INTERNSHIPS/CO-OP/OTHER

The Haskell Company, Jacksonville, Florida

May-August 2019

Project Management Intern, St. Vincent's Riverside Heart Pavilion

Procurement Estimating Intern, Federal Division

Kennesaw State University, Owl Job Shadow, Atlanta and Savannah, GA

April 2019

- Hogan Construction Group
- HITT Contracting Inc.
- Continental Heavy Civil Corporation

Kennesaw State University, Owl Job Shadow, Atlanta, GA

December 2018

- Balfour Beatty
- Brasfield & Gorrie

MEMBERSHIPS

Association of Energy Engineers, Kennesaw State University

- Secretary, 2019-2020 School Year

Mechanical Contractor's Association of America, Kennesaw State University

- Competition Team Member, 2019-2020

Association of General Contractors

Students4Sustainability