

Williamedia G. Shephard

Integrity, trust, respect, detailed-oriented, self-motivation characterize Ms. Shephard's success as an accounting/financial profession offering extensive expertise in financial analysis, reporting, and accounting. Seeking to contribute my superior financial organizational, and communication skills to a growing company such as yours.

For the past four years, she has achieved three major goals; and that would be getting a Master's of Science, an Executive MBA and earning a certification in Medical Billing and Coding at Brightwood College. She is also studying for the NCCT and CPC certification.

Highlights of Ms. Shephard's career include:

- Collaborated in the success of saving RST Global Solutions, LLC over \$1.5mil due to employee theft
- Successfully implemented new accounting operations manual for AdvantageTree Financial Services as well increasing sales and revenue by 45%. (2014 – Present)
- Well versed with ICD/CPT coding terminology
- Highly skilled in computerized scheduling
- Knowledge of anatomy and physiology
- Thorough understanding of Med iSOFT computerized billing
- Good know-how of medical terminology