

BRITTNEY CIRINNA

NEXT LEVEL NOW, INC. 16 PEASE BOULEVARD, PORTSMOUTH, NH 03801 (603) 433-4783 bcirinna@nextlevelnow.net

■ SKILLS & SUMMARY

- ACCOUNTING PROCESSES
- AP/AR PROCESSES
- PROJECT MANAGEMENT
- CUSTOMER SERVICE
- RECORDS ORGANIZATION
- BOOKKEEPING PROCESSES

■ PROFESSIONAL EXPERIENCE

ACCOUNTANT, NEXT LEVEL NOW, Inc., Portsmouth, New Hampshire March 2019-Present
Accounting professional for Next Level Now's SOAR Program which offers full Accounting Services to small to mid-size enterprises.

- > Responsible for handling all aspects of accounting for multiple clients. Managing Accounts Payable, Accounts Receivable, for Next Level Now's SOAR Clients.

TEAM LEAD/ACCOUNTS RECEIVABLE SPECIALIST, COLLECTIVITY Portsmouth, NH Dec 2017-March 2019

- > Ensure payments from various clinics are posted, processed, and reconciled in a timely fashion
- > Guarantee accuracy for medical billing for physical therapy visits
- > Communicate regularly with physical therapy clinics and patients through phone, fax and email to develop strong customer service relationships
- > Assist other associates as needed to meet daily, weekly and monthly goals; training them as required

BUSINESS OFFICE BILLING INTERN, COMMUNITY PARTNERS, Dover, NH June 2016-January 2017

- > Utilized Revenue Manager and Clinician's Desktop platforms to maintain correct and current client billing information
- > Corrected and entered medical claims on Cenpatico with insurance eligibility of benefits in compliance with HIPAA regulations
- > Advancing teamwork skills with collaboration on projects with Billing Office team, working through unapplied transactions and aging claims with outstanding balances

STUDENT WORKER, OFFICE OF INSTITUTIONAL ADVANCEMENT, Elmira, NY Sept 2015-May 2016

- > Applied Raiser's Edge Database capabilities to track alumni activities and update alumni contact information
- > Cultivated writing skills in composition of letters to alumni
- > Advanced interpersonal skills answering phones and connecting with other members in various offices at Elmira College to coordinate resources for events

COLLEGE TUTOR IN BUSINESS LAW, ELMIRA COLLEGE, Elmira, NY Oct 2015-May 2016

- > Taught students study aids, note-taking skills, and test-taking strategies to succeed in course
- > Reinforced major concepts taught in class by discussing and asking student questions about specific cases
- > Provided additional scenarios to emphasize when laws would be applicable and enforced

BARISTA, STARBUCKS, Elmira, NY January 2016-May 2016

- > Suggested specific drinks to customers based on their preferences
- > Demonstrated following specific guidelines and recipes to ensure the perfect cup of coffee for every customer
- > Delivered exceptional customer service to each and every customer, to make their experience great

SANDWICH ARTIST, MOE'S ITALIAN SANDWICHES, Dover, NH Summers 2014-2017

- > Reconciled cash and credit card transactions at the end of each shift
- > Responsible for opening and closing store
- > Acquired skills to make the perfect sandwich for each customer per request

■ EDUCATION

Bachelor of Science in Business Administration with Concentration in Management &

Bachelor of Science in History, ELMIRA COLLEGE 2017

GPA: 3.675/4.0 Graduated Magna Cum Laude

■ LEADERSHIP EXPERIENCE

Communication Chair, Enactus, Elmira, NY September 2016-May 2017

Social Media Chair, Campus Activities Board| Elmira, NY September 2014-May 2016

Treasurer, Phi Alpha Theta| Elmira, NY February 2016-May 2017