**Melissa Selby**

192 Crown Pointe Blvd Apt 626 Willow Park, TX 76087

8175658860

melselby17@gmail.com

**Objective**

Elementary School Teacher (EC

-

6)

**Education**

TMATE, May 2017

-

Present, Tarleton State University

Curriculum &

Instruction,

M.Ed.

, Expected August 2019, Tarleton State

Psychology, B.S., May 2013, Tarleton State University

**Related**

**Experience**

Vacation Bible School Voluntee

r, 2012

-

present

-

Super

vising play area

Church Nursery Volunteer, 2012

-

2016

-

working with children birth to 3 years of age

-

Classroom management with age appropriate activities

**Experience**

Office Manager, David Maldonado III MD PA

-

October 2016 to Present



Credentialing specialist for a physician and midlevel providers, insurance appeals,

Various training, and analysis of various financial reports



Implemented specific office roles and job duties to create an aptitude

of accountability

Medical Claims Specialist, Contract

October 2015-Present

-



Performed medical billing duties with a team of specialists for multiple

medical practices



Trained individuals for the company with no previous experience and

continually

supervised

progress

Office Assistant, CCFAM

February 2015

-

November 2015



Customer service representative and scheduling

coordinator

for an

office with 10 counselors



Systematized office procedures

Shift Lead, Walgreens Hudson Oaks, TX

February 20

09

-

October 2014



Shift manager in charge of managing employees as well as store

productivity and inventory



Collaborated with team prior to implementing new policies to ensure

understanding and analyzed needs based on suggestions to fac

ilitate

i

ndividual

and team success

**References**

Will be provided upon request.