

AMYLIA LEIGH WATSON

Accomplished, Multi-faceted Leader

ALWatson01@gmail.com

901-319-9461 | Memphis, TN 38134

I am a focused, results-oriented professional with years of proven expertise in a wide variety of disciplines including Accounting, Office Administration, Sales, and Marketing. I bring extensive knowledge and hands-on experience in the healthcare industry, having worked with both private and non-profit organizations. I am an expert marketing strategist behind well-known brands such as NIKE and FedEx; a persistent negotiator who effectively appealed multiple IRS levies for a non-profit autism support organization; and an innovative process engineer who helped to incorporate web-based order entry into hospital administrative systems.

AREAS OF EXPERTISE:

- Strategic Planning
- Healthcare Management
- Account Management
- Cross-functional Coordination
- Partnership Cultivation
- Brand Ambassadorship
- Financial Leadership
- Benefits & Financial Counseling
- Resource Allocation
- Logistics Management
- Project Management
- Training & Development

PROFESSIONAL EXPERIENCE

IDEAS UNLIMITED | Memphis, TN

ACCOUNT MANAGER, JULY 2018 - PRESENT

Secure the success of client marketing programs, from initial consultation and idea conceptualization to the selection of the most effective promotional products/merchandise for campaign and event execution. Management and coordination of order process and logistics while maintaining relationships with customers and suppliers. New business development, website administration, and graphic design assistance as needed.

KEY ACCOMPLISHMENTS:

- Successfully sustained, if not improved, brand integrity of industry giants including FedEx, NIKE, and UTHSC; as well as local organizations Friends for Life, Regional One Healthcare, and MIFA
- Assumed the functions of Interim Finance Clerk to ensure uninterrupted vouching of vendor invoices, client billing /collections notifications, and training of new employees.

TRANSFORMATIONS AUTISM TREATMENT CENTER | Bartlett, TN

FINANCIAL DIRECTOR, SEPTEMBER 2015 - JULY 2018

Accountable for the development and implementation of strategies that maximize the resources of a 501C3 non-profit treatment center through sound financial leadership. Monitored and managed multiple grant funded programs simultaneously with overseeing all key processes including quarterly tax filing/payment, payroll, A/P, A/R, insurance billing, and account collections.

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KEY ACCOMPLISHMENTS:

- Enforced a detailed and organized documentation process that allowed seamless annual audits conducted by the State of Tennessee and those required by various national payer sources.
- Effectively appealed multiple IRS levies and coordinated the repayment plan for facility past debt, successfully completing a two-year term of IRS quarterly review audits
- Increased revenue by optimizing staff functions and maximizing client scheduling
- Earned the Executive Director's Award in December 2016 for outstanding performance

REGIONAL HOSPITAL OF JACKSON | Jackson, TN

STAFF ACCOUNTANT, APRIL 2015 - JULY 2015

Provided reliable support to the Facility Controller. Accurately updated the general ledger as well as journal entries, payroll allocations, and accounts payable accruals. Entrusted with month-end closings and associated reporting.

KEY ACCOMPLISHMENTS:

- Compiled key statistic data and communicated such information to the Corporate Office, Hospital Administration, and Departmental Directors
- Stepped in as Interim Accounts Payable Clerk and collaborated with the Materials Management Department to ensure prompt payment of invoices and purchase orders
- Eliminated AP invoice backlog within 60 days and successfully brought the hospital's account to current status with all major vendors

BENEFITS COUNSELOR / PHYSICIAN LIAISON, JUNE 2011 - APRIL 2015

Presented hospital procedure pricing and explained the unique "out-of-network" situation in the Jackson, TN market, ensuring patients had full understanding of costs as well as their respective insurance coverage. Established and maintained communications with all CHS clinics in the surrounding area, cultivating good working relationships with referring physicians and office staff.

KEY ACCOMPLISHMENTS:

- Appointed Patient Access Department "Super User" and physician trainer for Proxys order entry and AHQA error reporting systems
- Effectively reconciled all Patient Access Department A/R for the Tennessee Revenue Service Center and Central Billing
- Appeared as official witness in court collections cases, representing Regional Hospital of Jackson and Professional Account Services, Inc. with account specific attestations

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FINANCIAL COUNSELOR, SEPTEMBER 2009 - JUNE 2011

Exercised keen attention in executing all aspects of patient registration, insurance verification, billing, and collections. Planned and structured the procedures for indigent care and charity programs

KEY ACCOMPLISHMENTS:

- Significantly increased indigent/charity application response and approvals
- Diminished bad debt write-offs
- Engineered the “Save the Date” Medicaid Application Program, in partnership with Eligibility Screening Services, with focus towards assisting the qualified, uninsured patient population in gaining coverage applicable to the date of service

EDUCATION & TRAINING

SALESFORCE (via Trailhead) | San Francisco, CA

Salesforce Administrator Certification

In progress, anticipated completion Fall 2019

SIX SIGMA GLOBAL INSTITUTE | Boston, MA

Lean Six Sigma Green Belt Certification

Certificate #13884233

UDEMY | San Francisco, CA

Adobe Illustrator CC, Essentials and Advanced Training Courses

Certificates #UC-KU29DTVZ and #UC-MF3RHFPC

ADVERTISING SPECIALTY INSTITUTE (ASI) | Trevese, PA

Bachelor of Advertising Specialty Information

Certified Advertising Specialist (CAS)

Product Safety Awareness Ambassador

COLORADO TECHNICAL UNIVERSITY | Colorado Springs, CO

Associate of Science, Accounting

Graduated with Highest Honors — GPA of 3.98

Chancellor’s List and Dean’s List Awards

TENNESSEE TECHNOLOGY CENTER | Newbern, TN

Business Systems Technology Program

Area of Specialization: Medical Office Administration and Accounting

OPAC Certification

Graduated with a GPA of 3.9