

# Tonja Bliss- Roper

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724-841-1575



## Skills:

- HR Management - Recruiting/Onboarding
- Office Management – Insurance and Medicaid Billing
- Accounting - Accounts Payable/Accounts Receivable
- Computer Proficiency - Data Entry
- Small Business Owner – Customer Service, Payroll, Contracts

## Experience:

- Administrative/Finance – Robert Half – Remote (March 2022 to Present)
  - Responsibilities: Customer Service, Case Management, Accounting, Cash Handling, AP/AR, Call Center/Data Entry
- Business Office Manager – Belvedere Commons of Seneca – Seneca, SC (April 2021 to January 2022)
  - Responsibilities: Customer Service, AP/AR, Office Management, Cash Handling, Recruiting/Retention, Documentation Management
- Business Office Coordinator – Seneca Health and Rehabilitation – Seneca, SC (March 2020 to April 2021)
  - Responsibilities: Customer Service, AP/AR, Data Entry, Cash Handling, Insurance/Medicaid, Documentation Management
- Business Office Manager – Morningside of Seneca – Seneca, SC (August 2018 to March 2020)
  - Responsibilities: Customer Service, AP/AR, Office Management, Cash Handling, Recruiting/Retention, Documentation Management
- Account Specialist – GHS Lila Doyle – Seneca, SC (May 2017 to August 2018)
  - Responsibilities: Customer Service, Data Entry, Cash Handling, Documentation Management, AP/AR, Insurance/Medicaid
- Human Services Specialist - SC DSS – Walhalla, SC (June 2015 to May 2017)
  - Responsibilities: Customer Service, Disaster Relief, Referral Assessment, Documentation Management, Case Management, Data Entry
- Administrative Assistant - Real World Fire Training - Warren, PA (April 2002 to October 2009)
  - Responsibilities: Customer Service, AP/AR, Cash Handling, Documentation Management, Calendar Management, Data Entry
- Business Owner - Tonja L. Bliss – Remote (June 1990 through June 2015)
  - Responsibilities: Customer Service, AP/AR, Insurance/Medicaid, Cash Handling, Recruiting/Retention, Documentation Management

## Education:

- Associate Degree December 2021 - Limestone University, Gaffney, SC