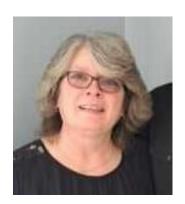
## Tonja Bliss-Roper

176 Hollis Road - Ellenboro, NC 28040 tlblissroper@gmail.com
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)
  - o 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)
  - o 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)

- o 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)

o Responsibilities: Customer Service, AP/AR, Insurance/Medicaid, Cash Handling, Recruiting/Retention, Documentation Management

## **Education:**

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