

# Danielle Nichols

987 Drews Street  
Appleton, WI 54915  
920-555-1234  
dnichols@email.net

---

## Professional Skills

- Medical business accounting
- Employee training
- Claims processing
- Accounting software
- Advanced User Microsoft Office Suite
- Data reporting and analysis
- Accounts Payable and Receivable
- Payroll

## Education and Training

**Accounting** Associate Degree Month YYYY  
Fox Valley Technical College | Appleton, WI  
• Phi Theta Kappa Academic Honors Society

**Medical Business Specialist** Certification Month YYYY  
Northeast Wisconsin Technical College | Green Bay, WI

## Work Experience

**Medical Services Assistant** Month YYYY – Present  
Davis Eye Clinic | Green Bay, WI

- Perform patient customer service for four physicians related to office, testing, and surgical appointments
- Maintain patient and insurance billing spreadsheet records
- Develop new clinic patient data spreadsheet to replace outdated tracking system

**Retail Clerk** Month YYYY – Month YYYY  
Sporting Goods, Inc. | Appleton, WI

- Provided customer service to the general public in-store and by phone
- Managed cash sales, cashiering, and performed minor accounting duties
- Worked within a sales team to schedule work and market sales on floor
- Performed on-floor training for all new clerks

**Waitress** Month YYYY – Month YYYY  
Joy's Pizza and Family Restaurant | Kimberly, WI

- Provided customer service related to ordering, servicing, and billing in an 80-customer restaurant with expansive take-out component
- Created and wrote procedures for take-out customer service
- Assisted in training of over 20 new waitresses

## Volunteer Experience

**Accountant and Tax Consultant** Month YYYY – Present  
Appleton Community Church | Appleton, WI

## Professional Associations

Wisconsin Institute of Certified Public Accountants Month YYYY – Present  
National Institute of Accountants Month YYYY – Present