



## PROFILE

*Experienced individual with a demonstrated history of working in office management, bookkeeping, health information management and the construction industry, with a concentration in polished concrete. Skilled in Population Health and Abstraction, HIPPA, Privacy Laws, Public Record Laws (Chapter 119, Florida Statutes), STAC, Clerk County Sites, Florida Department of Corrections, Government-In-The-Sunshine Manual, Quickbooks, Payroll, Adobe, Microsoft Office, OnBase, Epic, Availity, PLUS, eMDs, CharmHealth, Quest Diagnostics, Google Workspace, and small business management. Notary Public, Florida, valid until 2029.*

## CONTACT

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## HOBBIES

Writing  
Sketching  
Child Abuse Advocacy  
Volunteering - Give Kids The World  
Children's Ministry  
Poverty Alleviation

# COLLEEN JAMIESON

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### **Certified QuickBooks Level 1 ProAdvisor**

January 2025 - February 2025

### **Everett Community College**

December 2006 – June 2008

Graduated with honors. Received Medical Billing Certificate.

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## WORK EXPERIENCE

### **Breezy Palms Bookkeeping —President/Bookkeeper/Notary Public January 2025-Present**

Responsible for overseeing business operations, ensuring accuracy, efficiency, and client satisfaction. Manage all bookkeeping tasks, including accounts payable and receivable, bank reconciliations, and financial reporting. Provide online and mobile notary services for various documents, excluding loan signings. Handle social media management by creating and scheduling content to enhance brand presence and client engagement.

### **Jamieson Flooring Solutions – Director of Operations**

August 2023-Present

Oversee and implement financial operations, budget development, production oversight, executing business strategy. The point of contact for all employees, providing administrative support and managing their queries. Preparing regular reports for expenses and office budgets, and organizing company records. Oversee the company's financial data and compliance by maintaining accurate books on accounts payable and receivable, as well as daily financial entries and reconciliations. Social media and website management.

### **Renew Lifestyle Clinic – Office Manager/Bookkeeper**

June 2023-January 2025

Manage daily operations of the office, supervise/support front office team and providers, track and monitor data, manage patient record-keeping and prepare management reports, maintain files in electronic medical record system, take initiative to improve processes, maintain and update policy procedures, and demonstrate exemplary customer service. Oversee the company's financial data and compliance by maintaining accurate books on accounts payable and receivable, as well as daily financial entries and reconciliations. Social media and website management. Human resources management: recruiting, resume reviews, scheduling and interviewing candidates, conduct background checks, employee relations, and ensuring compliance company policies.

**State of Attorney's Office – Public Records Prosecution Support Specialist**

February 2022–June 2023

Accept and distribute fulfilled public records requests from members of the public, media, defense counsel, inmates, and other sources. Coordinate with relevant divisions, including Public Information, Data Administration, and Information Systems to gather the materials and documents necessary to fulfill public records requests. Search for, prepare, and redact documents responsive to public records requests. Consult with the Finance Director on preparing cost-estimates for the completion of requests. Maintain compliance with applicable record retention and destruction schedules. Develop a strong understanding and working knowledge of all aspects related to Chapter 119, Florida Statutes.

**The Everett Clinic - Health Information Management Specialist**

May 2010–November 2021

Answer phone inquiries, customer service, process insurance medical records requests, general release of medical information to other healthcare facilities and patients under the HIPAA law, utilize Availity to input electronic medical record requests, scan requests into Epic, use of fax/copying machine, utilizing Microsoft Office, Epic, Washington State Immunization Record System, Healthport status, Privacy Breach reporting and Offsite record retrieval

**MyFloors, LLC - President**

December 2017–December 2018

Provide leadership and encourage team engagement to put our company at the forefront of the industry. Cultivate a growth atmosphere to advance the company's mission, to promote revenue, and profitability as an organization. Small business accounting through QuickBooks Desktop. Negotiating and creating contracts between customers or companies. Marketing for company through social media outlets and company website. Customer relations and resolution through various communication methods. Implement organizational structure to ensure success.

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**OFFICE ADMINISTRATION EXPERIENCE**

- *Schedule meetings and generate e-mails in Microsoft Outlook*
- *Create, edit, and revise business documents in Microsoft Office*
- *Daily use of multi-line phones and phone etiquette*
- *Faxing and copying patient documents*
- *Creating standard work process, time charting, graphing, testing, training employees and providers for introductory government program*
- *Payroll and accounting for small business*
- *Marketing and website building*
- *Organize organizational meetings to implement new standard work processes, present data findings, previous standard work comparisons, lean processes to roll out Population Health*
- *Interpersonal communication with companies, patients, customers, vendors, coworker and executive level associates*
- *Manage small businesses (construction, medical clinic, and bookkeeping companies)*