Kristi Moody

Profile Highly enthusiastic Customer Service Professional with over 30 years client interface experience. Excellent listening and time management skills with strong attention to detail and superior work ethic

Experience Owner and Operator of Catering Company Mystic Gourmet; Cornelius, NC 2003-Present

 Direct the operation and organization of kitchen and all food-related activities, including preparation, presentation and serving of food. Deliver exceptional service to customers in a timely professional manner. Handle all sales, financial and administration functions.

 Kitchen Manager: Glacier Raft Company; West Glacier, MT 2021-2022

 Coordinate and supervise kitchen staff according to food and safety standards. Responsible for training and scheduling, quality control of food leaving kitchen, ordering, tracking and organizing all inventory

 Patient Care Coordinator North Mecklenburg Animal Hospital – 2020-2021

 **Assist with the overall needs of the patient and family to ensure needs are being addressed, primary contact for scheduling, billing and providing patients’ family with medications, treatment plans and sale of products**

20621 Mystic Cove Rd

Cornelius, NC 28031

704-453-9439

kristimoody1@bellsouth.net

 Patient Care Coordinator The Vision Loft – 2018-2020

 **Assist with the overall care and coordination for patients, serving as their primary contact for all customer service, administrative and scheduling needs. Verify insurance benefits and reconcile all monies and financial transactions**.

Education Property and Casualty Insurance License October 31, 2024

 IIANC, NC

 Bowling Green State University, Bowling Green Ohio 1982-1986

 Bachelor of Science, Physical Education and Health

Skills Strong organizational skills, Energetic Work Attitude, Courteous Professional Demeanor, Mature with a Great Work Ethic, Excellent Customer Service, Proficient in REVOLUTION (Medical Office Program), Word and Excel, Excellent Multi Tasking Skills

References Available upon Request