

KEBRA L. SPARGO

Marion, IN 46952
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PROFESSIONAL SUMMARY

Professional, accountable, dependable and determined. Over 15 years of experience in managing a variety of administration functions. Adaptable and able to multitask. Experience with scheduling, planning events, customer service, financial reporting and analysis.

SKILLS

- Business Ownership
- Microsoft Office Proficient
- Financial Reporting and Analysis
- Billing and Coding
- Customer and Client Relations
- Event Planning and Management
- Inventory Tracking and Management
- Document Control

WORK HISTORY

09/2023 TO CURRENT

CAREY SERVICES

Employability Coach

09/2023 TO CURRENT

CASA OF GRANT COUNTY

03/2023 to 05/2023

Cost Control/Payroll (temporary project position)

SBS Energy Group/NPL

- Monitor and verify crew payroll accuracy
- Verify and track crew supervisor overtime records.
- Sort and enter trucking orders.

03/2008 to Current

Co-Owner

Blade 2 Blade Lawn Care

- Established, improved and reinforced document management systems to handle current and expected requirements
- Develop and implement marketing strategies to generate new customers and increase sales and profit margins
- Assisted in design and installation of lawns, gardens, and other landscaping features to enhance aesthetics of outdoor spaces
- Train and supervise lawn care assistants to improve quality of team output
- Developed lasting customer relationships and grew network over time

Co-Owner

Portland Properties

- Currently Manage 2 locations
- Conflict resolution, answer/follow up with tenants inquiries
- Negotiating vendor contracts, and managing property renovation projects.

02/2022 to 02/2023 **Financial Statement Processor**

CBIZ / Somerset CPAs – Indianapolis, IN

- Monitored due dates and deadlines and submitted all documents on time or early
- Proficient in Microsoft Outlook, Word, Excel, Access, CCH ProSystem fx Engagement, and Adobe Acrobat for document management and enhancements
- Reviewed documentation and identified financial discrepancies where applicable
- Evaluated current document processes, suggested methods for change and implemented successful improvements
- Manipulated and converted documents to meet needs of individual personnel or projects
- Team oriented-assist tax department with special projects and tasks

07/2020 to 12/2021 **Corporate Finance Assistant**

TLC Management

- Documented and processed checks through bank-provided software for 17 facilities
- Processed and documented Medicare and credit card payments via Converge software
- Digitized and archived financial documents and cost reports
- Compiled and documented monthly bonus calculations for corporate employees
- Submitted monthly reports to Talx, Equifax, and other Indiana business entities

12/2017 to 07/2020 **Corporate Receptionist, Administrative Assistant & Travel Coordinator**

TLC Management

- Demonstrated strong organizational and time management skills while managing multiple projects
- Coordinated meetings, events, and travel arrangements for various internal departments
- Operated multi-line telephone system to answer and direct high volume of calls
- Proficient in Microsoft Word, Outlook, Excel, and PowerPoint
- Compile data into weekly census reports
- Updated client accounts with new information and verified data for informed credit approvals

LICENSES & CERTIFICATIONS

CMRM - Certified Medical Revenue Manager, Certified by MRMAA (*Medical Revenue Management Association of America*) in December 2015

- Certified for CMS 1500 Billing Systems

EDUCATION

2000

Business And Management

Ivy Tech - Kokomo, IN

1999

Business Management: Business Management

Indiana University of Kokomo - Kokomo, IN

1997

High School Diploma

Eastern High School - Greentown, IN

