

Briana Johnson

Sumter, SC 29154

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Professional Summary

I am a hardworking individual with 4+ years of administrative experience in the emergency department/modern office setting. I have solid skills in public relations and resilience to handle challenges of fast-paced and professional environments. Bringing detail-oriented and decisive nature with sound judgement, good multitasking abilities, and a self/motivated personality. I love to learn new things and catch on pretty quickly. I work very well under stressful conditions. Comfortable with working alone or with teams to accomplish on/time and accurate tasks.

Authorized to work in the US for any employer

Work Experience

Administrative Specialist II

Turbeville Correctional Institution-Sumter, SC

January 2024 to Present

- Prepares case files to be heard by the hearing officer.
- Notify accusers/witnesses of their need to be available for the hearing
- Distribute SCDC incident report, disciplinary report hearing record and inmate disciplinary system informed/administrative resolution and supporting documents to central records, institutional records when appropriate, financial accounting within fourteen (14) working days after the hearing is completed
- Prepare and submit reports as required to the hearing officer and/or the division of operations.
- Ensure all sanctions are entered into file
- Prepare and submit reports as required to the hearing officer and/or the division of operations.
- Maintain a disciplinary file on each case from the Hearing officer and major/responsible authority.
- Serve offenders with their pending charges, have offender notate if they want their accuser present at their hearing and if they want a counsel substitute.
- Gather evidence from the contraband team to complete dockets for future hearings.
- Communicate with other institutions across South Carolina to gather evidence, collect statements, medical records, etc. needed for a hearing.

Patient Access Representative

Prisma Health-Sumter, SC

November 2019 to July 2023

Worked in the emergency department. Greeted and registered all patients presenting to the emergency department. Handled patient personal information, demographics, insurance information and verified benefits. Admitted patients into various healthcare facilities. Collected copayments/estimates for hospital visits. Scanned in authorizations, referrals, patient ID's, etc. Input data and medical records. Answered and directed incoming calls using multi-line telephone system. Also, worked with labor and delivery patients.

Tennis Attendant

Palmetto Tennis Center-Sumter, SC

December 2017 to November 2019

Assisted in the daily operations of the tennis shop. Helped out members and guests with scheduling lessons, professional play, etc. Answered phones to assist the general public. Helped out with professional tournaments/transported staff and players to and from Columbia airport. Checked in all members

Sales Associate

Rainbow-Sumter-SC
May 2017 to July 2017

Kept the sales floor stocked and organized. Helped customers. Handled cash register. Set up product displays. Tagged new clothing/shipment.

Cashier

Piggly Wiggly-Sumter, SC
July 2016 to September 2016

Cashier- ring up customers, count till at the end of each workday. Bagged groceries. Kept my work area clean and organized.

Education

Lakewood High School - Sumter, SC
August 2013 to June 2017

Skills

- Microsoft Office (2 years)
- Epic (3 years)
- Phone etiquette (5 years)
- Retail (3 years)
- Insurance Verification (4 years)
- Sales (4 years)
- Legal administrative experience (1 year)
- Medical Billing (4 years)
- Medical Scheduling
- Desktop administration (4 years)
- Microsoft Outlook (2 years)
- HIPAA (4 years)
- Offender Management System (1 year)
- Communication skills (6 years)
- Data entry (4 years)
- Cash Handling (4 years)
- Admissions (4 years)
- Computer skills (4 years)
- Medical Terminology (4 years)
- Law enforcement (1 year)
- Organizational skills (5 years)

- Medical Records (4 years)
- Personal Training (1 year)
- Customer Service (4 years)
- Medical Office Experience (4 years)
- Interpersonal communication (4 years)
- Hospital Experience (4 years)

Certifications and Licenses

Correctional Employee Certified Basic Training

June 2024 to Present

Excellent completion of Practicals to include First Aid, CPR, Employee/Inmate Relations, Supervision of Offenders, Suicide, Security Procedures, Legal, and Use of Force exams.

Completed Defensive Tactics.

First Aid Certification

CPR Certification