

# Larea Bufkin

■ Grayson, GA | ■ 248-915-0628 | ✉ ■ lareabufkin@gmail.com

## Professional Summary

Creative and detail-oriented professional with experience in customer service, communications, and content creation. Skilled in social media management, digital storytelling, and community engagement. Strong background in coordinating projects, supporting organizational goals, and delivering clear communication across diverse audiences. Currently completing a Bachelor's degree in Film, bringing visual creativity, writing, and design skills into public-facing roles.

## Core Skills

Social Media Content Creation & Management • Copywriting & Editing • Photography & Basic Video Production • Graphic Design (Canva, Adobe Creative Suite basics) • Digital Marketing Campaigns & Analytics • Customer Service & Public Engagement • Crisis Communication & Problem-Solving • Time Management & Multi-Tasking

## Professional Experience

### Dispatcher | Steele Fulfillment – Remote | Apr 2023 – Present

- Coordinated schedules and communications to support logistics operations across multiple teams.
- Managed time-sensitive information and ensured clear communication with clients and staff.
- Maintained records and documentation with attention to detail and accuracy.
- Applied problem-solving skills to quickly resolve scheduling conflicts and delivery challenges.

### Student & Independent Creative Projects | Los Angeles Film School – Remote/Online | Aug 2021 – Apr 2023

- Completed coursework in digital filmmaking, visual storytelling, and media production.
- Produced independent creative projects, including scripts, social media-style content, and promotional materials.
- Gained experience in copywriting, video editing, and visual design using industry-standard tools.
- Developed strong organizational skills by balancing academic deadlines with creative work.

### Medical Billing & Insurance Claims Specialist | The Urology Group – Norwood, OH | Aug 2018 – Aug 2021

- Processed medical claims, pre-authorizations, and patient billing with accuracy and compliance to regulations.
- Communicated with patients, insurance providers, and medical staff to resolve claim discrepancies.
- Delivered high-level customer service, ensuring clear explanations of billing processes and coverage.
- Collaborated with internal teams to meet deadlines and improve billing workflows.

## Education

Bachelor of Science in Digital Filmmaking (In Progress) | Los Angeles Film School | Expected Graduation: Dec 2025