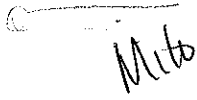
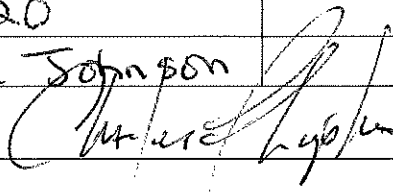


The City of Columbus is in the process of updating its information on the «Organization» to reflect its most recent election. Please complete the following information to the best of your ability. **Updated database information will be forwarded to the Mayor's Office to ensure the appointment/reappointment of elected and re-elected members and will ensure timely and accurate distribution of funding opportunities, meeting notices, training opportunities, and other City activities. After completing this form, please return to Neighborhood Services Division, Department of Neighborhoods, City of Columbus, 1111E. Broad St., 3rd Floor, Columbus, OH, 43205.** Please contact your Neighborhood Liaison with any questions or comments.

<b>Commissioner FIELD</b>  <b>Legistar Area Commissioner</b>  	<b>CURRENT INFORMATION</b>  <b>Appointment / Re-appointment of NAME, ADDRESS to serve on the NAME OF COMMISSION Area Commission with a term expiration date of DATE.</b>	<b>NEW INFORMATION</b>  (1) Please print new information clearly, OR (2) Place a "check" in these boxes if member is re-elected and information is unchanged (3) Do not forget to update "Term Expiration" for re-elected members
First Name	Melissa	
Last Name	Thompkins	
Title	Commissioner	
Address	790 E. Third Ave.	
City	Columbus	
State	Ohio	
Zip Code	43201	
Home Telephone	614-421-0389	
Work Telephone	614-580-0306	
Fax Number	N/A	
Email Address	melissa.thompkins@gmail.com	
District/Designation	Milo Grogan	
Term Start Date	Nov 2017	
Term Expiration	Nov 2020	
Seat Succession	Brenda Johnson	

Chairman of Commission's Signature

 1/9/18

# MELISSA THOMPkins

Phone: 614-580-0306

[melissa.thompkins@gmail.com](mailto:melissa.thompkins@gmail.com)

## EMPLOYMENT HISTORY

### **Aflac – Licensed Benefit Advisor**

**11/2015 – Present**

Generate new leads through strategic networking, phone calls and door-to-door prospecting. Utilize online tools to schedule and conduct business meetings with owners and HR personnel. Collaborate with decision makers to create the best solution for enhancing their employee compensation package. Provide one-on-one and large group educational presentations. Process enrollments using multiple online platforms. Provide continued professional assistance to support HR managers and employees with claims and billing solutions.

### **Self Employed – Home Based Business**

**12/2014 – Present**

Balloon / Event Decorating

Contracted Online Reseller of Medicated Salve

### **Healthport – Release Of Information Specialist II**

**1/2014 – 12/2014**

Production oriented fast paced environment. Processed medical record requests within a local hospital. Determined the validity of each request per established office policy and HIPAA guidelines ensuring only authorized individuals had access to the patient's medical information. Answered 70-100 calls daily from patients, attorneys, insurance companies and other medical facilities. Printed, copied, scanned and faxed information from both the patient's hard copy and electronic medical records. Performed various additional office duties as needed.

### **Dawson Resources – Corporate Office - Front Desk Candidate Coordinator**

**1/2013-6/2013**

Greeted guests and employees in a positive and friendly manner displaying professionalism at all times. Assisted candidates with the pre-interview process by explaining and answering questions regarding their application and paperwork. Verified government documents for I-9 and 8850 processing purposes. Answered phones. Assisted recruiters with scheduling candidate appointments. Maintained the general "information" email from the company website. Assisted the payroll department with entering tax and bank account information. Performed additional tasks per company needs.

### **Dawson Resources – On Assignment - Call Center II Specialist**

**10/2012-12/2012**

Answered a large volume of inbound calls in a friendly and professional manner. Explained company reward program and order processing. Assisted customers with placing orders, tracking shipments and issuing credit when necessary. Entered and updated customer contact information. Followed up with customers via email and phone to ensure all concerns were addressed, protect the integrity of the company and provide superior customer service.

### **Electronic Classroom Of Tomorrow (ECOT) - Office Assistant**

**4/2012-8/2012**

Temporary position, stayed until project completion. Faced pace office environment requiring standing the majority of each shift. Quickly and accurately filed paperwork in students' charts. Utilized the "Jeter" filing system. Daily, printed and packaged a high volume of work assignments for students from teachers. Maintained an excel spreadsheet for tracking assignment packages. Mailed out-going student records. Scanned incoming records. Accurately documented all tasks in the company's computer system for tracking purposes.

### **The Ohio State University Medical Center - Patient Service Coordinator/ Business Assistant, 4/2005-6/2011**

Assisted the Director of OSU Primary Care Physicians with medical record management. Transitioned into the first one person medical record position at another OSU location to facilitate the merging of over 2,500 transferred patients charts. Created new procedures for tracking patient charts and messages for office personnel. Sorted and scanned documents into patients' medical files. Performed patient check-in with registration processes. Answered a high volume of calls providing general office information and scheduling new patient appointments. Prepared and balanced patient billing slips to ensure accuracy in billing. Made daily bank deposits and obtained monetary change for office copays, as needed.