

Dolores Grigsby

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Objective : To find a part-time or full-time position that will enable me to demonstrate my years of skill and expertise, challenge my current abilities and provide opportunities to learn new knowledge and skills.

Work Experience:

January–July 2012

State of Ohio–Homeland Security and Justice Program

Monitoring of website and associated websites. Attend all conference planning meetings and development of meeting briefs and documentation of committee status. Status updates to National UASI Association, Inc. Board and national conference sub-committee. Compilation of satisfaction surveys and report findings to all boards and committees.

March 17, 2011–Retired

1985 to 2011

State of Ohio – Department of Job and Family Services (ODJFS)

Duties: Held several job during 27 years at ODJFS:

Managed Care Enrollment Section: Processed waiver applications from Ohio Department of Aging (ODA), ODJFS and CareStar by e-mail, fax and telephone. Kept extensive logs for overpayments by Manage Care Plans (MCP) Worked with the MCP' s, ODJFS Providers, clients and other sister agencies to verify and/or make system updates.

SURS/Surveillance and Utilization Review Section: Audit any active provider who exceeds their peers in services and billed services to ODJFS. Responsible for selections and review of providers records. Contacted provider for visit and pulling of records that was requested making copies, returning to office to review and make detail report of findings. Meetings with providers to discuss overpayments and possible 119 Hearings.

Provider Enrollment Unit: Receiving provider enrollment applications and/or provider updates (i.e. address or telephone number changes, updates to provider groups, etc.) via mail.

Other Activities:

Community Breakfast Gates Fourth United Methodist Church

Duties: To purchase all of the food items needed, delivery items to the church, set up the auditorium for 150+ people. I also help with the preparation of the food, serving, and cleaning up for the next event. I maintain records for all purchases (cleaning supplies, breakfast items, kitchen supplies) and keep records of what accounts monies must be drawn from to pay for items purchased.

Merion Village Garden Society:

Co-Chair Garden Committee 2 years

Duties: set dates for our meetings, planned projects and purchased materials, contacted speakers, planned nursery tours our of town (including carpooling and directions) and planned and provided food for each meeting.

Relevant Experience

Computer Data Entry

Calculator and Adding Machine

Knowledge of computer programs

References Available Upon Request