

NICHOLE LAWRENCE

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PROOFREADER • EDITOR

Dependable proofreader, editor, and writer driven to be part of each project's success. Experience with SEO and indexing for nonfiction content. Genre specialties include romance, horror, and science fiction.

- Employee of the Month award in 2016 and Above & Beyond award in 2008 •

SKILLS

Chicago Manual of Style | APA Style | Proofreading | Copy Editing | Line Editing
Communication | Speed and Accuracy | Flexibility | Time Management | Team Development
Organization | Customer Service | Project Management | Microsoft Word | Google Docs

EXPERIENCE

Nichole With an H Proofreading | Proofreader, Editor, Writer 2024–present
Edit, proofread, write, and index for fiction and nonfiction content. Editing services for copyediting and line editing. Genre specialties include romance, science fiction, and horror. SEO writing experience.

- Delivers on time and on budget as a dependable part of successful publications.
- Experience maintaining confidentiality through NDAs.

Physicians Receivables Management | Biller Carson City, NV (remote) | 2024–present
Provide professional billing for psychiatric services. Follow up on accounts receivable balances.

- Maintain provider credentialing with California counties and health insurances.

Heritage Oaks Hospital Sacramento, CA | 2015–2024

Business Office Supervisor (2021–2024)

Managed front-end collection efforts of the team to meet corporate goals. Tracked and audited Medicare Cost Reports. Handles Medicare billing, collections, and Medi-Cal crossover billing.

- Supervised a team of 10 employees and assisted Business Office Director with bi-monthly forecast and month-end closing. Managed office in their absence.

Lead Patient Account Representative (2021) | Patient Account Representative (2015–2021)

Train new employees. Cover duties of absent employees. Processed adjustments, credit balances, and write-offs. Handled payment posting and reconciliation. Audited and reconciled census reports.

- Edited and submitted claims and insurance appeal letters to ensure error-free content.

Sutter Care at Home/Timberlake Sacramento, CA | 2008–2015

Accounts Receivable Representative (2014–2015)

- Edited and submitted claims; corrected HCPC and ICD 9 coding. Followed up on claims issues.

Reimbursement Specialist, direct hire from Manpower (2008–2014)

- Assist patients in obtaining documentation for renewal of authorization.

VOLUNTEER EXPERIENCE

Distributed Proofreaders | Proofreading | Proofread pages according to house style guide
AmeriCorps NCCC | Team Member | Disaster relief, education, and Habitat for Humanity

EDUCATION

Proofread Anywhere | General Proofreading

Udemy | Become a Copy Editor & Proofreader: Complete Course

University of California, Davis | Bachelor of Science in Genetics, minor in Psychology