

**Rose M. White**

1535 Blanding Blvd, Apt. 405  
Middleburg, FL 32068  
msrosewhite@gmail.com  
(352) 247-5718

**Objective**

---

To collaborate with a fast-growing company utilizing my skills as a certified notary signing agent.

**Work Experience**

---

**Volunteer, Case Manager Assistant**

Ascension St. Vincent Hospital of Middleburg –  
Middleburg, FL January 2020 to Present

**Case Management Department**

- Collect data from computer on patients being discharged
- Setup patient appointments to go to specialist and/or PC upon discharge

**Volunteer, Chaplain/Minister**

Ascension St. Vincent Hospital of Middleburg –  
Middleburg, FL January 2020 to Present

**Chaplaincy Department**

- Report to Father James
- Assist patients in spiritual need
- Grief Relief

**Notary Public Services****Director**

The Refuge Enrichment Community Center, Inc -  
Reidsville, NC February 2016 to Present

**Oversee Operations**

- Sought out funding sources
- Notary Public Services
- Perform various administrative duties for the office, including maintenance of activity calendar
- Enter accounting data on a weekly basis and assist with year-end preparation for Income Tax.

**Pastor**

Kingdom of God Fellowship, Reidsville,  
NC June 2014 to 2017

Middleburg, FL August 2017 to Present

Prepare and present sermons and teaching

- Administration & executive duties
- Notary Services
- Manage & maintain church and school of ministry calendar, coordination of travel arrangements, meetings and conference call set up, and preparation of expenses.
- Enter accounting data on a weekly basis and assist with year-end preparation for Income Tax.

### **Administrator**

John 316 Publishing -

Philadelphia, PA

2010-2017

- Assist individuals in self-publishing
- Notary Public Services
- Submit request for copywriter documentation

### **Public Relations Manager**

John 316 Publishing - Philadelphia, PA

2010 to 2017

Assist men and women in publishing their writings. Submit request for copy write certification.

### **Data Entry Clerk**

2010 to 2012

Received daily orders and entered on spreadsheet for consultants' daily work task

- Performed general bookkeeping duties
- Received and managed fax reports
- Filing and various other administrative duties
- Notary Public Services

### **Bookkeeper - Community Development Center of SBC**

Second Baptist Church/School

August 2009 to November 2010

Prepared daily intake of student attendance, collection of tuition deposit and weekly fees, prepared daily deposit slip, used Quick Books Pro for posting, report writing, facilitate onsite audit and site inspections.

- Managed annual enrollments and ran monthly and quarterly financial reports.
- Performed general bookkeeping duties
- Notary Public Services

### **Program Assistant - Full Time**

Second Baptist Church/School -

Miami, FL

April 2009 to November 2010

40 hrs.)

- Worked as Administrative Assistant to Senior Pastor & Substitute Teacher
- Provided general administrative support services to various divisions
- Prepared daily intake of student attendance, collection of tuition deposit and weekly fees, prepared daily deposit slip, used Quick Books Pro for posting, report writing, facilitate onsite audit and site inspections.
- Ensured compliance with the Children's Trust of Miami, Florida who provided the State Grant. Had to follow compliance to ensure that program was following protocol.
- Managed annual enrollments and maintained campus student and faculty calendars.
- Performed general bookkeeping duties and notary public duties
- Notary Public Services

### **Mortgage Broker/Certified Notary Signing Agent**

Glean Enterprise, Inc -

Homestead, FL

November 2003 to August 2009

- Flex (30 to 40 hrs.)

- Represented various title companies and lenders as a mobile notary in connection with residential and commercial real estate closing, including the printing and organization of all closing documents.
- Originated mortgage loans and managed through closing.
- Responsible for collecting check or money order for closing and submitted via next day mail to lender or title company and faxing copy of money order or check in order to release keys to new property owner.
- Filed mortgage when requested at the county clerk's office.

### **Patient Account Associate/Service Ambassador**

University of Miami - Dept. of Urology -

Miami, FL

August 2002 to November 2003

- Full time (35 to 40hrs.)

- Performed billing, collections, accounts receivable, notary services to Interns/Fellows, customer service, work denials.
- Received daily check and cash deposits for accounts due.
- Made end of day deposit slip, balancing out moneys posted to customer accounts.
- Handled collections issues from customers with overdue accounts.
- Notary Public Services

### **Office Administrator**

Clifton Ball, DDS -

Greensboro, NC

June 1998 to August 2002

- Full time (40 hrs.)

- Performed all administrative duties for the office, including front desk assistant, maintenance of personnel records, word processing, handling and distribution of all incoming and outgoing mail, maintenance of supply inventory, maintenance of doctor's schedule.
- Handled all bookkeeping duties, including accounts payable and accounts receivable, daily data entry, month end closing, end of day closing, and end of year close outs with daily backups.
- Received daily checks and cash deposits for accounts due.
- Notary Public Services
- Prepared and made daily bank deposits for practice.
- Processed Care Credit applications and posted payments to customer accounts.

### **Administrative Secretary**

Back Works Chiropractic -

Greensboro, NC

April 1994 to June 1998

Part time (20 hrs.)

- Performed front desk management, back office assistant duties, patient billing and collections, medical billing, troubleshooting and investigations of claim denials, accounts receivables, and bank reconciliation, attended seminars with doctor for continuing education, updated resume and kept up with CE credits for compliance by Board of Chiropractor.
- Responsible for posting daily checks and cash received for accounts due.
- Processed online payments through CareCredit.
- Notary Public Services
- Scheduled outpatient procedures such as x-rays and special lab tests. Attended various community events with physician and assisted in lectures and training sessions on proper ergonomics.
- Prepared end of the day bank deposit.

### **Attorney at Law, Republic of South Africa**

Logan Govender

May 1992 to April 1994

Legal Assistant & Bookkeeper - Full time (40 hrs.)

- Provided general administrative assistance to attorney.
- Entered all transactions for accounts receivable, accounts payable, and handled payroll.

### **Thomas E. Brewington, Jr. MD**

Greensboro, NC

January 1990 to May 1992

Accounts Receivable/Administrative Assistant - Full time (40 hrs.)

- Handled medical claims processing, accounts receivable, billing, collections, and back office support.
- Provided general administrative assistance to doctor, including travel arrangements, maintenance of files, ordering of office supplies, and client relations.

### **Legal Secretary - Litigations**

**Attorney** Mark E. Crumwell, JD, Esq -  
Reidsville, NC

August 1989 to January 1990

- Full time (35 to 40 hrs.)

- Typed general office correspondence, managed incoming and outgoing mail, client relations, created and completed legal documents
- Maintained attorney's court calendar and client schedule, answered phones, collected fees.

### **Secretary/Office/Admin**

Veita J. Bland MD

Reidsville, NC

September 1978 to August 1989

- Full time (40 - 60 hrs.)

- Answered busy phones, daily data entry, approved all orders for processing of clerical and clinical supplies, end of day processing, prepared daily bank deposits, banking, picked up mail, sorted and distributed mail to appropriate persons, scheduled doctor's meetings and luncheons, made itineraries for out of town travel, maintained doctor's resume and CE credits, handled all patient grievances, established and maintained office procedural guideline and Employee Handbook, human resource director - maintained all employee records.
- Medical claims processing, troubleshooting and investigations of claim denials, patient billing and collections, full charge bookkeeping, report writing, medical transcriptionist, word processing, front desk management, and notary. Scheduled hospital admission and discharges, called in prescription orders and refills, authorized prescription refills from pharmacies.
- Implemented and managed the filing system and managed the flow of patient charts.

Education

---

### **Honorary Doctor of Divinity**

Christian Theological

Huntsville, AL

2014

### **MA in Divinity**

Trinity Seminary

2012

**Bachelor of Theology in Theology**

Faith Theological Seminary -  
Tampa, FL  
2008

**Diploma in Executive Secretarial**

The Hart School - Pompano Beach, FL  
1990

**MA in Pastoral Counseling**

Studied at Liberty University - Lynchburg, VA

**Skills**

---

Microsoft Word, Claims Processing, Administrative Assistant, QuickBooks, Publisher, Public Speaking, Data Entry, Billing, Notary Public

**Certifications/Licenses**

---

**CPR/First Aid**

August 2015

**Notary Public**

2017-Present

**Publications**

---

**The Apostolic Ministers Manual**

September 2016

A full guide for both new ministers and veterans of the Gospel. It is intended to assist in various services and ceremonies including Jewish celebrations. 506 pages.

**The Ministry of Hospitality**

04-20 February 2015

Acts by hosts and hostesses who warmly welcome people to events as well as various duties performed. A small book to be used in restaurants, hotel, front desk clerks, as well as church hospitality.

**Come and Be Healed 04-20**

February 2015

Power packed little book filled with scriptures of health and healing.