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STATE OF MAINE

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OFFICE OF THE DISTRICT ATTORNEY
AROOSTOOK COUNTY
PROSECUTORIAL DISTRICT NUMBER 8

October 13, 2023

To: County Commissioners
Re: Permission to Hire

Gentlemen,

I am requesting that the County approve the hiring of

Meaghan Flynn

As a VWA for the District Attorney's Office.

I appreciate your consideration of this request at your October 2023, meeting. Until then,

Be Well and Stay Safe,

A handwritten signature in blue ink, appearing to read 'Todd R. Collins', written over a light blue horizontal line.

Todd R. Collins
District Attorney, Aroostook County

Meaghan Marie Flynn

[REDACTED]

County Commissioners' Office
Attn: Human Resources
144 Sweeden Street, Suite 1
Caribou ME, 04736

Dear County Commissioner,

I have recently heard of the great work that Aroostook County does for victims of crime. I am writing inquiring about the open victim witness advocate position in Caribou, Maine.

I have 9 years of customer service skills which I feel help me in communicating with people in sometimes stressful situations. In my most recent position I help to ensure veteran's appointments are covered in full by the VA before the veteran comes to their appointment. Communicating between the veteran, the veteran affairs department, and the office to ensure the veteran will not be getting a bill from the visit. I do this by using excel spreadsheets and word documents to track all communication between us.

My resume is enclosed with my previous work history, education, and achievements. I would appreciate an opportunity to talk with you about what I can bring to the team and benefit the victims.

Thank you for your time and consideration. I look forward to speaking with you in the near future.

Sincerely,



Meaghan M Flynn

MEAGHAN MARIE FLYNN



PROFILE

Husson University 2021 grad currently working in healthcare looking to outreach and assist more people. I feel this position could help me reach more people and assist them through the judicial process and provide support. Driven and hardworking individual looking to put my skills to work and assist a wider range of people.

EDUCATION

Bachelor of Science - Healthcare Administration & Public Health 

Husson University

Grade-Point Average: 3.7

Associate of Arts - Liberal Arts 

Eastern Maine Community College, Bangor, ME

Grade-Point Average: 3.48

High School Diploma 

Hermon High School, Hermon, ME

Grade-Point Average: 3.1

Advanced Courses

Accounting

Medical Terminology

Healthcare Law and Ethics

Introduction to Microsoft Office

Communication (written and oral courses taken)

EMPLOYMENT

11/2021- Present

Referral Specialist/ VA Point of Contact

Northern Light AR Gould Hospital, Presque Isle, ME

Assisting patients with referrals to other specialties, obtaining insurance authorizations before patients appts, and scheduling new patient appointments. Working with Veteran Affairs to coordinate veterans receiving care from the hospital. Working with Excel and Word to track information regarding veterans appointments. Working weekly reports to ensure veterans will not be charged for their visits.

5/2021 - 11/2021

Patient Service Representative

Northern Light AR Gould Hospital, Presque Isle, ME

Assisting patients with scheduling appointments, collecting co-pays, and communicating with

providers and patients. Working in Cerner and Experian to verify information obtained by patients. Answering phone calls and directing patients to the correct office staff.

3/2019- 5/2021

Patient Access Associate

Northern Light Eastern Maine Medical Center, Bangor, ME

Assisting patients with registrations and insurance verification, collecting co-pays, and giving directions to appointments. Working in Cerner and Experian to verify information is entered correctly. Using Excel daily to correctly count for registrations completed. Working special projects to ensure all appointments are handled correctly.

8/2018- 3/2019

Finance Billing Clerk/ Cashier

Downeast Toyota, Brewer, ME

Working in both the finance office as well as in the service department to ensure excellent customer service. Cashing service customers out at the end of their service, scanning repair orders and parts slips into the computer system. Typing and printing forms and bank contracts for car sales, as well as cancelling warranties and contacting banks for customer pay offs.

8/2017- 8/2018

Sales and Support Specialist

Victoria's Secret, Bangor, ME

Works to help ensure that the customers are getting the best customer service in every area of the store. Replenishing stock as it gets low and always allowing accessibility to customers for questions. Cashing customers out at the end of their shopping experience, giving them a lasting experience.

HONORS AND ORGANIZATIONS AND CERTIFICATIONS

- CHAA (Certified Healthcare Access Associate) April 2020
- Presidents List (Fall 2020)
- Dean's List (Fall 2016, Spring 2017)
- Phi Theta Kappa (Fall 2017)
- All Maine Academic Team (Spring 2018)

SKILLS

- Communication (verbal and written)
- Time Management
- Organization
- Adaptability
- Dependable

- Self-Motivated
- Collaboration
- Empathy

