

469-982-4171

**-CAREER AMBITION-**

I am seeking an opportunity at a secure and stable establishment, with the potential for future growth.

**-SUMMARY OF QUALIFICATIONS-**

Microsoft Suite	Sales	Email
Multi-line Phones	Data Entry	10 Key
Payer Control Reviews	Filing	Microsoft Excel
Cash Handling	Pricing	Staging
Customer Service	Web Design	Ads
Research		

**-EDUCATION-**

<u>Westwood College</u> Insurance Coding and Billing	05/08 - 06/09
<u>Achievements</u> Presidents List Dean's List Perfect Attendance	
<u>Seagoville High School</u>	08/02 - 05/06

**-WORK EXPERIENCE-**

**Assistant Manager/ H2 Manager**

**Family Dollar**

10/19 - N/A

- Cash Management
- Stocking
- Register
- Customer Service
- Paperwork
- Inventory

**Packer**

**Everything but the House**

04/19 - 09/19

- Pack items neatly
- Keep area organized and clean
- Problem-solve issues
- Pack Art

- Pack jewelry

**Assistant / Sales and Staging**

Remington Estate Sales- Dallas, Tx

06/15 - 04/19

- Pitched Sales to Clients
- Help Clients via phone or emails
- Sort through Clients belonging
- Customer Service
- Research and price belongings accordingly
- Stage home in a manner customers can browse comfortably
- Sale items
- Run a register
- Web Design
- Ads
- Sale write-ups

**Full-Time Nanny**

Laz Family - Dallas, TX

05/14 - 08/15

- Performed housekeeping duties
- Prepared nutritional meals
- Dispense children's medication according to Doctors Orders and or instructions

**Part-Time Nanny**

Rodriguez Family- Balch Springs, TX

05/10 - 03/14

- Performed housekeeping duties
- Handled children's meal preparation
- Paid family bills accurately and on time
- Dispensed children's doctor-prescribed medication as directed

**Server**

10/13- 02/14

I-Hop - Dallas, TX

- Customer Service
- Served customers in a timely manner
- Ran register
- Kept Section Clean

**Externship**

03/09 - 150 hrs

Medical Edge – Dallas, TX

- Generated individual insurance company reports of underpayments
- Identified valid underpayments through review of EOBs and fee schedules
- Communicated with Insurance Provider Reps regarding reimbursement issues
- Identified contract discrepancy trends
- Assisted Registration Department with any unresolved registration issues
- Follow-up with insurance carriers regarding unpaid claims
- Verified patient insurance benefits prior to visit

**Care Giver**

04/07 - 11/08

Young Family – Dallas, TX

- Performed housekeeping duties
- Handled children's meal preparation
- Paid family bills accurately and on time
- Dispensed children's doctor-prescribed medication as directed

**Sales Associate**

09/06 - 04/07

Pet Depot – Mesquite, TX

- Animal and animal accessory sales
- Bathing and administering medication to animals
- Sanitation of store and pet areas
- Filing registration papers
- Feeding and general care of pets
- Informing customers of pet information

**Reference**

Danielle Smith	210-605-0917
Georgette Garza	469-628-8107
Natalie Childers-Hacker	817-361-3040