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| profile | | | |
|  | Strong background in accounting and proof control.  Hard-working team player with great communication skills and a perfect attendance record.  Computer skills include: Microsoft Windows, Microsoft Word, Microsoft Excel, and Lotus Notes. | | |
| experience | | | |
|  | A. Datum Corporation | | 1999 - Present |
| Medical Biller   * Currently volunteer in the OB/GYN. * Accurately enter patients' demographics into the Medical Manager system, as well as post payments and make changes when necessary. * Verify patients' insurance eligibility. * Abstract information from patient files for reimbursement. * Code CPT procedures as well as diagnosis ICD-9 CM. * Abstract demo information from ADT system for billing purposes. | | |
| Woodgrove Bank | | 1988 - 1998 |
| Senior Accounting Clerk   * Handled basic accounting functions: A/P, A/R, and billing. * Performed 2-way proof of debits and credits. * Performed "back-value" calculations on mutual funds and private banking. * Conducted heavy research. * In securities area, worked with broker-dealers. * Handled securities deliveries, fed wires, government securities, etc. * Reconciled daily department transactions. * Supported fellow co-workers. | | |
| Northwind Traders | | 1987 - 1988 |
| Claims Processor, Foreign Exchange Department | | |
| Adventure Works | | 1980 - 1985 |
| Inventory Clerk  Handled billing and collections of all incoming and outgoing merchandise and quarterly inventory. | | |
| EDUCATION | | | |
|  | Oak Tree Technical College | 1999 | |
| Completed courses in advanced medical billing. | | |
| Elm Community College | 1998 | |
| Earned certificate in Medical Billing. | | |
| Maple School of Business | 1997 | |
| Completed merit courses in recordkeeping, office practices, and computer literacy. | | |