AMELIA MOORE

Billing Receptionist

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

👤 PROFESSIONAL SUMMARY

With a decade of expertise as a Billing Receptionist, I specialize in optimizing billing processes and managing customer accounts. My proficiency in resolving discrepancies and processing payments is complemented by a commitment to maintaining accurate records. I aim to enhance operational efficiency and client satisfaction through exceptional service and attention to detail.

🖥 WORK EXPERIENCE

Billing Receptionist
Seaside Innovations

📅 Feb / 2018-Ongoing
📍 Santa Monica, CA

1. Managed comprehensive billing processes, ensuring accuracy and compliance.
2. Processed payments and issued invoices within established timeframes.
3. Communicated effectively with clients to address inquiries and resolve issues.
4. Monitored accounts for discrepancies and ensured timely resolutions.
5. Maintained detailed records in compliance with regulations and company policies.
6. Utilized billing software to streamline operations and enhance efficiency.
7. Coordinated with internal teams to ensure seamless billing operations.

Billing Receptionist
Summit Peak Industries

📅 Feb / 2015-Feb / 2018
📍 Denver, CO

1. Delivered exceptional customer service through inbound and outbound communication.
2. Advised clients on billing inquiries professionally and accurately.
3. Assisted in verifying patient demographics and insurance details during check-ins.
4. Answered multiline phone systems and directed calls to appropriate departments.
5. Processed ancillary claims for various insurance providers efficiently.
6. Maintained confidentiality and accuracy while handling sensitive patient information.

🖼 EDUCATION

Associate of Applied Science in Billing and Coding
Central Community College

📅 Feb / 2012 - Feb / 2015
📍 Santa Monica, CA

Focused on healthcare billing processes, coding standards, and medical record management.

💡 SKILLS

Billing Process Planning
7

Cross-functional Collaboration
8

Technical Proficiency
10

Sales Support
7

Invoice Generation
10

Report Generation
9

✈ INTERESTS

🎯 Scuba Diving   🎮 E-sports

🎮 Reading Fiction   🧩 Puzzle Solving

✊ STRENGTHS

💼 Stewardship   👥 Teamwork

🔗 Tenacity   🔭 Vision

🔤 LANGUAGES

English   French   Spanish

⭐ ACHIEVEMENTS

⭐ Achieved a 98% accuracy rate in billing data entry.

⭐ Reduced payment processing time by 30% through streamlined procedures.