Robert Smith

Billing Receptionist

Phone (123) 456 78 99
Email: info@qwikresume.com
Website : www.qwikresume.com
LinkedIn: linkedin.com/qwikresume
Address: 1737 Marshville Road, Alabama

SUMMARY

Billing Receptionist with 9 years of experience in Ensuring all billing requests are processed accurately and on time, Assisting with answering inquiries, resolving billing issues, and follow up on outstanding invoices, Providing timely technical support to the clients by contacting service providers and maintaining an up to date knowledge of the products and services provided by the company.

SKILLS

Planning, Customer Service, Leadership.

WORK EXPERIENCE

Billing Receptionist

ABC Corporation - 2016 – 2022

- Ensured all invoices are paid on time.
- Proactively communicated with clients about billing issues via email or phone calls; responded to queries about billing issues via email or phone calls; and followed up with clients regarding billing issues via email or phone calls.
- Reviewed invoices for accuracy.
- Followed up with clients regarding billable work in a timely fashion, using automated tools and/or manual processes.
- Communicated via email or phone calls with clients about billable work in a timely fashion, using automated tools and/or manual processes.
- Acted as a leader within the company.
- Maintained a high level of customer satisfaction and demand for their services.

Billing Receptionist

Delta Corporation - 2010 – 2015

- Take payments from customers for waste water bills.
- Answer questions customers have about bills.
- Direct phone calls to the appropriate department Send .
- Palos Medical Associates Billing Dept, Salinas, CA 06/04-12/05.
- Answered phones Input information from patient registration form Collect money for .
- Process all billing, prepare invoices, manage inventory, and organize the facility.
- Use of multiline telephone system while providing superior customer service to clients Processing incoming and outgoing mail.

EDUCATION

GED

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