

Business Service Representative

ROBERT SMITH

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Objective

Motivated professional, with demonstrated ability to apply, balance and prioritize objectives. Analyzed values; develop possible career paths, objectives and goal setting strategies. Ability to organize, prioritize and work under extreme work pressure to meet deadlines. Established team leader with the ability to initiate and manage cross-functional teams and multi-disciplinary projects as well as promote staff development.

Skills

Mass Recruitment, Niche Recruitment, Staff Management, Graphic Design, IT Liason, Excel, Word, ATS, Human Resources.

Work Experience

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Henry Ford Wyandotte Allen Park Family Medicine - February 2006 - 2020

- Worked with different software such as Sage.
- Editing,scheduling and updating multiple doctors schedules.
- Strong understanding of insurance verification including prior authorizations,co payment collections and multiple insurance websites and verifying by phone.
- Greeted patients and completed the registration and check in process Answered the telephone, routed calls and took messages.
- Verified that the proper necessary forms are completed correctly and scanned in the computer then placed in the appropriate location of the patients records.
- Including test results Updated patients records.
- Received patient payments and balanced daily receipts and prepared bank deposits.

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Delta Corporation - 2001 - 2006

- Billing of sales service orders and delivery tickets Process account adjustments accordingly / post payments Assist with walk in customers.
- Initiated and maintained ongoing business contacts with a variety of business and with industry representatives and job placement/training agencies.
- Established employment leads for participants who have successfully completed training programs; collected employment data and screened potential .
- Screened and evaluated individuals for possible employment opportunities.
- Serviced special accounts to include City, State, Federal Government, and NC Central University.
- Selected to the conversion team following TelCo acquisition to convert and troubleshoot major accounts.
- Called businesses to facilitate the sales process of selling high speed internet, phones and cable to small-to-medium size companies nationwide.

Education

Diploma - 1981(Gladwin High School - Gladwin, MI)