



CHARLOTTE HARRIS

Credentialing Associate

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📍 Los Angeles
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PROFESSIONAL SUMMARY

Dedicated Credentialing Specialist with expertise in managing the credentialing lifecycle for healthcare professionals. Skilled in conducting thorough background checks, verifying licenses, and ensuring adherence to accreditation standards. Excellent communication and organizational skills, with a focus on improving processes and fostering positive relationships with medical staff and regulatory bodies.

WORK EXPERIENCE

Credentialing Associate

📅 Apr / 2022-Ongoing
📍 Denver, CO

WidgetWorks Inc.

1. Managed the credentialing process for healthcare providers, ensuring all documentation met regulatory standards.
2. Conducted thorough background checks and verified qualifications for new hires.
3. Developed and implemented standard operating procedures for credentialing workflows.
4. Maintained accurate and up-to-date records in the HR database for all credentialed individuals.
5. Collaborated with internal departments to optimize the credentialing process and improve efficiency.
6. Provided training and support to staff regarding credentialing requirements and processes.
7. Assisted in compliance audits, ensuring adherence to industry regulations.

Credentialing Associate

📅 Apr / 2020-Apr / 2022
📍 Phoenix, AZ

Cactus Creek Solutions

1. Facilitated stakeholder meetings to gather feedback and improve the credentialing program.
2. Worked closely with HR, legal, and IT teams to develop policies related to employee credentialing.
3. Provided support to the Talent Acquisition team in managing employee credentials and reporting.
4. Conducted periodic reviews of credentialing processes to identify areas for improvement.
5. Ensured compliance with HIPAA and other regulatory requirements in all credentialing activities.
6. Assisted in the development of internal standards and policies for credentialing.

EDUCATION

Bachelor of Science in Health Administration

📅 Apr / 2018 Apr / 2020

University of Health Sciences

📍 Phoenix, AZ

Focused on healthcare management and regulatory compliance.

SKILLS

Time-sensitive Tasks



Healthcare Regulations



Professional Networking



Client Relations



Ethical Standards



Database Analysis



INTERESTS

🎵 Music

🏠 Architecture

🧶 Knitting

🔨 Woodworking

STRENGTHS

✔ Dedication

🌿 Sensitivity

✔ Integrity

💡 Ingenuity

LANGUAGES



English



Spanish



Swahili

ACHIEVEMENTS

★ Streamlined credentialing processes, reducing turnaround time by 30%.

★ Achieved 100% compliance in annual audits by implementing robust tracking systems.