

EVELYN WHITE

Junior Document Preparation Clerk

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PROFESSIONAL SUMMARY

Driven and detail-oriented Junior Document Preparation Clerk with 5 years of experience in optimizing document workflows and ensuring accuracy in compliance with regulations. Adept at preparing, sorting, and indexing a variety of documents while maintaining confidentiality. Eager to contribute to team efficiency and operational excellence in a dynamic environment.

WORK EXPERIENCE

Junior Document Preparation Clerk

Quantum Solutions LLC

📅 Mar / 2022-Ongoing

📍 Phoenix, AZ

1. Maintained confidentiality of sensitive information throughout document handling.
2. Processed Provider Dispute Resolution Appeals by stamping, counting, and delivering to the Appeals Unit.
3. Assisted with medical claims documentation, ensuring accuracy and compliance.
4. Performed data entry tasks to update and maintain document databases.
5. Consistently completed tasks within deadlines, contributing to team goals.
6. Trained new employees on best practices and operational procedures.
7. Participated in teleconferences and training sessions to stay updated on regulatory changes.

Document Preparation Clerk

Summit Peak Industries

📅 Mar / 2020-Mar / 2022

📍 Denver, CO

1. Performed document preparation tasks at Fireproof Company, ensuring high-quality standards.
2. Removed staples and repaired documents for optimal scanning quality.
3. Prepared documents for scanning and electronic filing, enhancing digital workflow.
4. Reviewed information from branches and vendors for accuracy in documentation.
5. Created acquisition and disposition books, ensuring compliance and organization.
6. Standardized documents into individual pages using cutting tools for efficiency.

EDUCATION

Associate of Applied Science in Office Technology

Springfield Community College

📅 Mar / 2018-Mar / 2020

📍 Denver, CO

Focused on document preparation and office management skills.

SKILLS

Time Management

Microsoft Office

Typing Speed

Attention To Detail

ACHIEVEMENTS

- 🌟 Streamlined document processing, reducing turnaround time by 20%.
- 🌟 Trained new staff on document handling procedures, enhancing team productivity.
- 🌟 Successfully managed data entry for over 1,000 documents monthly with 99% accuracy.