

ROBERT SMITH

Document Retrieval Specialist

info@qwikresume.com | <https://Qwikresume.com>

Experienced in purchasing various lines for distribution in excess of \$4 million per year, Experienced in program development and marketing key sales promotions. Strong technical skills with experience on several purchasing software programs, including Retalix Demand Planning and K3S Replenish, Experienced in production of company website, trade show, and ads to promote the company.

APRIL 2015 - MAY 2015

DOCUMENT RETRIEVAL SPECIALIST - ABC CORPORATION

- Reviewed medical claims.
- Contacted Hospitals to retrieve UB forms and itemized statements used to help process claims.
- Obtained medical records.
- Analyzed documents received via fax, e-mail and mail for discrepancies.
- Sent cancellation for medical records.
- Answered phones, switchboard Inbound outbound calls.
- Built working relationships with area clinics to schedule clinic visits to obtain insured members medical records for audit.

2014 - 2015

DOCUMENT RETRIEVAL SPECIALIST - DELTA CORPORATION

- Process subpoenas and authorization request for various types of records from multiple locations.
- Volunteered with multiple tasks..helped management with multiple projects Skills Used Multi tasking, computer savvy , multi-phone lines, 50-100 calls .
- Monitored foreclosure/bankruptcies for major US Lenders.
- Retrieved & reviewed needed documents for lawyers to proceed with FC/BK.
- Acted as liaison between mortgage lenders and foreclosing attorneys.
- Reviewed issues submitted by attorneys & ensure validity of each prior to approving/denying.
- Am responsible for retrieving and reviewing mortgage loan files and analyzing the accuracy and completeness of the mortgage loan documents.

EDUCATION

Diploma

SKILLS

Quickbooks, 10-Key By Touch, Microsoft Office Suite.