

Robert Smith

Document Retrieval Specialist

CONTACT DETAILS

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PERSONAL STATEMENT

Seeking a challenging Document Retrieval Specialist position where my professional experience and education will allow me to make an immediate contribution as an integral part of a progressive company.

SKILLS

Powerpoint, Critical Thinking.

WORK EXPERIENCE

Document Retrieval Specialist **ABC Corporation - 2011 - 2012**

Responsibilities:

- Worked knowledge of loan documentation and processed mortgages, approvals, and notes.
- Held responsible for meeting individual production standards set forth in the position.
- Managed data and recorded it in compliance with state and federal guidelines and regulations.
- Trained all new employees and suggested processes that sped up production and increased productivity.
- Successfully managed document retrieval requests via out bound call for facility claims known as UB and IB requests.
- Managed up to one nurse in the medical claim audit process by requesting medical records and applicable documents from medical providers nationwide.
- Contacted healthcare providers (30 or more per day) to request and obtain medical and billing documents via phone, fax, mail & e-mail for claims processing.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

Document Retrieval Specialist **Delta Corporation - 2010 - 2012**

Responsibilities:

- Customer service at the operations center where job duties included retrieving copies of statements and checks per customer request from microfilm .
- Document Retrieval Specialist (Temp employment) Scanned, uploaded and edited medical records into appropriate patients medical charts within .
- E-mailed coordinator if any files were needed or additional information that may be needed for completeness.
- Data entry, retrieved and distributed original state, local, combos, travel, petty cash and special voucher invoices for departments by document .
- Promoted to Fiscal Technician).
- Administration for Children Services) Performed an audit for (ACS) to make sure families was receiving proper services Retrieved various court .
- Retrieving insurance policies and mortgages from Title and Mortgage companies.

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

Bachelors Of Arts In History