

Robert Smith

Senior Billing Analyst III

CONTACT DETAILS

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PERSONAL STATEMENT

Highly motivated professional seeking to obtain a position where can utilize natural ability to communicate with others, in an environment where teamwork is encouraged and growth potential as well as security is offered.

SKILLS

Project Coordination,
Stress
Management.Writing
Reports And Proposals.

WORK EXPERIENCE

Senior Billing Analyst III **ABC Corporation - 2005 - 2007**

Responsibilities:

- Analyzed and reconciled customer accounts, not only in identification of discrepancies but recommending a resolution.
- Managed billing, reporting and collecting for specific large-dollar accounts.
- Ensured department and customer needs are met while meeting departmental collection goals.
- Supported additional departments through training, problem-solving and other guidance.
- Analyzed edit reports; identified and rectified problems to ensure timely and accurate reimbursement.
- Adhered to all compliance rules and regulatory requirements.
- Interpreted contracts to ensure all contractual agreements are billed accurately.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

Senior Billing Analyst **Delta Corporation - 1997 - 2000**

Responsibilities:

- Analyzed and reconciled customer accounts, not only in identification of discrepancies but recommending a resolution.
- Managed billing, reporting and collecting for specific large-dollar accounts.
- Ensured department and customer needs were met while meeting departmental collection goals.
- Analyzed edit reports; identified and rectified problems to ensure timely and accurate reimbursement.
- Adhered to all compliance rules and regulatory requirements.
- Communicated with all group members, admitting, ancillary and medical record departments to document account follow-up activity.
- This is Dummy Description data, Replace with job description relevant to your current role.

REFERENCES

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

Education

AA In Accounting - (Davenport College - Farmington, MI)