

ROBERT SMITH

Settlement Specialist

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Extensive experience in medical business, management, and supervision. Contributed to organizational growth by executing strategic business solutions and strong decision making abilities. Extensive knowledge of medical terminology, use of ICD-9 and CPT-4 manuals as well as Medisoft, Lytec, PAC, and data entry systems. Diploma in Medical Billing and Coding. Certified in HIPPA and OSHA. Self-directed. Highly motivated. Ability to work independently or as part of team.

EXPERIENCE

Settlement Specialist

ABC Corporation - 2015 - 2015

- Participated in community events to position the bank as a leader within the community.
- Maintained all procedures and training processes involving all new processes within my respective area/team.
- Experienced in representing the firm as a confident middleman between attorney and defendants in settlement negotiation and discontinuance of cases.
- Managed and created lists, letters, and documents of settlement proposals using company software, and MS PowerPoint, Excel.
- Excelled the firms reputation by thoroughly investigating cases of fraudulent personal injury claim and recommending discontinuances.
- Developed a relationship with clients, insurance representatives, and marshal officer to close cases efficiently.
- Created easy and efficient Templates using Excel for office and court use.

Settlement Specialist

Delta Corporation - 2010 - 2015

- Complete daily settlement with clients, daily and monthly ledger balancing, analyze and perform general ledger account reconciliations.
- Develop, implement, analyze, and manage accounting procedures for \$3B client Analyze daily sales activity for \$3B client Initiate daily phone calls .
- Review and analyze discrepancies to settle funds with clients Identify and analyze system out of balances Research above threshold transactions to .
- Balanced, Maintained, and reconcile various DDA and G/L merchant processing accounts.
- Develop operating policies and procedures to guarantee high level of service to our merchant base while minimizing risk exposure to NMS.
- Provided effective feedback in meetings with company president and

operations manager in regards to merchant accounts.

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EDUCATION

- BS

SKILLS

Collections, Coding, Microsoft Office, Customer Service.