

## Your name

Nationality:

Date of birth:

Cell:

Email:

Address:

Skype:



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## PROFESSIONAL EXPERIENCE

### ACCOUNTS RECEIVABLE REPRESENTATIVE / JEFFERSON UNIVERSITY PHYSICIANS

July 2013- November 2013 / Philadelphia, PA

- Review and maintain all patient accounts with third party insurance carriers and private billing to ensure prompt and accurate reimbursement
- Communicate with insurance companies, physician practices, other third party payer, and patients to settle billing issues and resolve patient accounts

### PAYMENT POSTING CLERK / POCONO MEDICAL CENTER

June 2012- June 2013 / East Stroudsburg, PA

- Review Explanation of Benefits by insurance companies and documenting payment information and appropriate refund to patient
- Posting revenues by verifying and entering transactions from lock box and local deposits
- Posting customer payments by recording cash, checks, and credit card transactions

### HUMAN RESOURCE DEVELOPMENT ASSISTANT / POCONO MEDICAL CENTER

January 2009- December 2009 / East Stroudsburg, PA

- Assist Director of Organizational Development with day-to-day operations
- Assisted in grant writing based on corporate guidelines and priorities
- Assisted in preparing all documentation necessary for grant application

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## EDUCATION

### KAPLAN UNIVERSITY

Master of Science in Psychology – May 2013

### EAST STROUDSBURG UNIVERSITY

Bachelor of Science – Health Services Administration – April 2009

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## CERTIFICATION

120 Hour TEFL Certification – May 2013