**Career Objective**

Motivated caretaker with additional training within a medical billing setting is looking to use all of the skills gained to provide an excellent customer experience.

**Skills**

Reliable, Diligent worker, Hands-on Learner, Punctual, Professional, Personable, Friendly

**Professional Experience**

**Assurance Wireless|** Las Vegas, NV March 2021 – July 2021

* Customer Service
* Product Sales/Retail
* Activation of devices
* Selling insurance policies
* Troubleshooting

**My Place Hotels**| Las Vegas, NV October 2020 – February 2021

* Custodial Duties
* General Labor
* Housekeeping
* Customer Service via Front Desk
* Reservations
* Cashiering
* Answering phones

**Vacation Village Resorts** | Las Vegas, NV December 2016 - November 2018

* Administrative assistant
* Clerical duties
* Problem resolution
* Customer Service
* Booking and confirming reservations

**Vonage Communications** | Sacramento, CA 2012 - 2014

* Customer Service / Retail
* Cashiering Duties
* Maintained sales floor/product placement
* Product sales

**Education**

**Sacramento Charter High School** - HS Equivalent 2006

**UEI Institute** – Medical Billing and Coding Currently Enrolled

*Currently learning:*

* ICD-10 Coding
* CPT & HCPCS Coding
* CMS-1500 claims completion
* Appointment scheduling
* HMO & PPO
* Workers Compensation
* Insurance Carrier Guidelines
* Warranty Claims Processing
* Human Anatomy & Medical Terminology
* Medical Ethics
* Accounts receivable
* Data Entry, typing and updating Medical Records
* Medisoft Billing program
* Microsoft Office Suite
* QuickBooks
* Excel Based Programs
* Microsoft Office Suite
* QuickBooks
* Excel Based Programs